

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
BUREAU OF REHABILITATION SERVICES**

VOCATIONAL REHABILITATION SUPERVISOR

POSTING DATE: October 26, 2010

CLOSING DATE: November 19, 2010

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

The Department of Social Services is presently recruiting to fill vacant Vocational Rehabilitation Supervisor positions located in the Southern Region of its Bureau of Rehabilitation Services (BRS) Division.

POSITION: Vocational Rehabilitation Supervisor

OPEN TO: Current State Employees and the Public

BARGAINING UNIT: P-3B Education Professions

SALARY RANGE: \$67,362.00 - \$87,683.00 (EB28)

LOCATIONS: New Haven BRS Office
414 Chapel St., Suite 301, New Haven, CT

Norwich BRS Office
113 Salem Turnpike – North Bldg., Suite 200
Norwich, CT

SUMMARY OF CLASS: In the Bureau of Rehabilitation Services is responsible for the administrative supervision of a staff of rehabilitation counselors and/or may be responsible for the administration of a local area service office.

SUPERVISION RECEIVED: Works under the direction of the Vocational Rehabilitation District Director in a large district office or may serve as administrator of a small local area service office.

RESPONSIBILITIES: In a large district office, supervises, guides and advises counselors in all phases of rehabilitation case work; reviews reports and case records for uniformity in the application of policies and standards of service; coordinates all programs and services to provide maximum effective service to clients; identifies in-service training and staff development needs for technical and clerical personnel; may plan, organize and direct all activities in a small local area service office of the Bureau of Rehabilitation Services; may represent the Bureau in community relations activities and speak before lay and professional groups; prepares progress and statistical reports and submits to District Director or central office as required; does related work as required.

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KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of vocational rehabilitation principles, methods and procedures and current developments; knowledge of personnel supervision, administrative techniques and office management as related to a complete rehabilitation program; knowledge of current social legislation including federal and state laws pertaining to the rehabilitation of handicapped persons; knowledge of in-service training; knowledge of community organizations and other resources available to disabled persons; ability in written and oral expression.

EXPERIENCE AND TRAINING: A Master's degree in rehabilitation counseling, vocational guidance or related behavioral or social science; plus one (1) year of additional education in vocational rehabilitation and five (5) years of progressively responsible employment in vocational rehabilitation counseling including at least (2) years in a supervisory capacity.

Note - For employees of the Connecticut Bureau of Rehabilitation Services seven (7) years of employment as a Vocational Rehabilitation Counselor may be substituted for the graduate study requirement.

APPLICATION PROCEDURE: To apply you must submit an original fully completed and signed State of Connecticut Application (Form CT-HR-12) in order to be considered for an interview. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When you complete your CT-HR-12 application form please be sure to indicate the title of the specific position for which you are applying on the form. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records. Do not mail a copy of your application form if you have faxed the materials. Please either mail or fax your completed original State of Connecticut Application (Form CT-HR-12) and a Resume to:

Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106-5033
FAX : (860) 951-2979

APPLICATIONS AND RESUMES MUST BE RECEIVED BY NOVEMBER 19, 2010

THE DEPARTMENT OF SOCIAL SERVICES IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER