



Connecticut State
Department of Administrative Services

Vocational Rehabilitation Supervisor (35 Hour)

Office/On-Site

Recruitment #220531-9155EB-001

Location	Bridgeport, CT Montville, CT New Haven, CT Waterbury, CT Windsor, CT
Date Opened	6/23/2022 12:00:00 AM
Salary	\$80,825 - \$105,206/year*
Job Type	Open to Agency Employees
Close Date	7/6/2022 11:59:00 PM

INTRODUCTION



Connecticut State
Department of Aging and Disability Services

The State of Connecticut, Department of Aging and Disability Services (ADS), offers a myriad of programs and services to assist older adults and people with disabilities. Our programs, policies and practices are designed to: deliver integrated aging and disability services responsive to the needs of Connecticut citizens; provide leadership on aging and disability issues statewide; provide and coordinate aging and disability programs and services in the areas of employment, education, independent living, accessibility and advocacy; advocate for the rights

of Connecticut residents with disabilities and older adults; and serve as a resource on aging and disability issues at the state level.

ADS, Bureau of Rehabilitation Services (BRS), is recruiting to fill multiple Vocational Rehabilitation Supervisor positions statewide. These positions will supervise Vocational Rehabilitation Counselors (VRC) in a variety of roles within one of the Bureau's three regions in the state. These positions are 1st shift, Monday through Friday, 35 hours weekly. Each position will require regular travel within the region and occasionally travel statewide. Please note these positions are open to ADS employees only.

These positions are assigned to the following locations:

- 1057 Broad Street, Bridgeport
- 370 James Street, Suite 306, New Haven
- 601 Norwich New London Turnpike, Suite 1, Uncasville (Montville)
- 249 Thomaston Avenue, Waterbury
- 184 Windsor Avenue, Windsor

Who We Are: BRS strives to create opportunities that enable individuals with significant disabilities to work competitively and live independently. Staff works to provide individualized services, develop effective partnerships, and share sufficient information so that consumers and their families may make informed choices about the rehabilitation process and employment options.

In this role you will problem-solve, resolve conflict, and collaborate with coworkers, consumers, partners, and the public. In addition, you will:

- Provide administrative supervision and coaching to a team of VRCs who are serving adult consumers, students transitioning from high school, and/or partnering with workforce systems and employers;
- Supervise, represent, and implement the core values of the agency and provide regional/statewide leadership; and
- Apply your experience using System 7 to analyze data, ensure compliance, and promote quality customer service.

As a state employee, we offer the same competitive benefits you are accustomed to. We encourage a healthy work-life balance for all employees!

*This salary range may increase effective July 1, 2022.

SELECTION PLAN

Candidates who meet the Minimum Qualifications, as listed on the job opening, will be considered for this role, as determined by qualifications stated on the submitted application.

The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified.

The immediate vacancy is listed above, however, applications to this recruitment may be used for future vacancies in this job class.

Please select all location(s) in which you are willing to work on your application. Failure to indicate the location(s) may result in not being considered for vacancies in that specific location.

All application materials must be received by the recruiting agency by the time specified on the job opening for the position for which you are applying. Late applications may not be submitted and will not be considered. Exceptions are rare and limited to documented events that incapacitate a candidate during the entire duration of the job posting time period. It is the candidate's obligation and responsibility to request an exception and provide a legally recognized justification to accommodate such exception. Requests should be made to DAS.SHRM@ct.gov.

This position will be filled in accordance with contractual language, reemployment, SEBAC, transfer, promotion and merit employment rules.

This posting may require completion of additional referral questions (RQs). You can access these RQs via an email that will be sent to you after the posting's closing date or by visiting your JobAps Personal Status Board (Certification Questionnaires section). Your responses to these RQs must be submitted by the question's expiration date. Please regularly check your email and JobAps Personal Status Board for notifications. Please check your SPAM and/or Junk folders on a daily basis in the event an email provider places auto-notification emails in a user's spam.

Although applicants will receive correspondence via email, as a backup they are also encouraged to sign on to their Personal Status Board on a daily basis to monitor their status, view all emailed notices and complete tasks required in the recruitment process.

Due to the volume of applications anticipated, we are unable to provide confirmation of receipt or status during the recruitment process. Updates will be provided through your JobAps portal account.

In order to comply with Public Act 21-69, the State of Connecticut is no longer asking for resumes during the initial application process.

Note: At any point during the recruitment process, applicants may be required to submit additional documentation which support their qualification(s) for this position. These documents may include: a cover letter, resume, transcripts, diplomas, performance reviews, attendance records, supervisory references, licensure, etc., at the discretion of the hiring agency. Applicants must meet the minimum qualifications as indicated to apply for this position.

Should you have questions pertaining to this recruitment, please contact Doreen Clemson at Doreen.Clemson@ct.gov or (860) 785-9855.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In the Department of Aging and Disability Services, Bureau of Rehabilitation Services this class is accountable for the administrative supervision of rehabilitation counselors; may be responsible for the administration of a local or small district office.

EXAMPLES OF DUTIES

Schedules, assigns and oversees work of staff; 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 services; conducts performance evaluations; coordinates all programs and services to provide maximum effective service to clients; identifies in-service training and staff development needs; prepares progress and statistical reports and submits to District Director or central office as required; acts as a liaison with other operating units, agencies and outside officials regarding unit policies and procedures; may plan, organize and direct all activities in a local office or small district office of the Bureau of Rehabilitation Services; may represent the bureau in community relations activities and speak before lay and professional groups; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of vocational rehabilitation principles, methods, procedures and current developments; considerable

knowledge of current social legislation including federal and state laws, statutes and regulations pertaining to the rehabilitation of persons with a disability; considerable knowledge of community organizations and other resources available to persons with a disability; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to conduct in-service training; considerable ability to relate to different cultural and economic backgrounds; considerable ability to organize time, set priorities and manage workload using an electronic system; supervisory ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

A Master's degree from an accredited college with a major course of study in vocational rehabilitation, counseling, psychology, special education, or related behavioral or social sciences and five (5) years of experience in the vocational rehabilitation career series in a state/public vocational rehabilitation program.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years must have been with Connecticut Department of Aging and Disability Services, Bureau of Rehabilitation Services as a Vocational Rehabilitation Counselor Specialist.

PREFERRED QUALIFICATIONS

Our preferred candidates will possess the following:

- Experience with Title IV in the implementation of the Workforce Innovation and Opportunity Act (WIOA).
- Experience with the local workforce system.
- Experience serving transition-aged population.
- Experience providing Pre-Employment Transition services.
- Experience mentoring new staff or supervising interns.
- Experience in organizational and time-management.
- Experience with conflict resolution.
- Experience communicating with diverse populations and establishing community partnerships.
- Experience with System 7, Outlook, and virtual platforms.

- Experience with regional and statewide priority work groups, initiatives, and projects.

SPECIAL REQUIREMENTS


1. Incumbents in this class are required to maintain a valid Motor Vehicle Operator's license or Identification Card.
2. Incumbents in this class may be required to travel with or without an accommodation.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p> Apply Online</p>
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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

E-mail | Phone: (860) 713-5205 | 8am - 5pm M-F | Powered by 

