

**State of Connecticut
Department of Social Services
Anticipated Job Opportunity**

**Eligibility Services Specialist (Out-Stationed)
(BILINGUAL / SPANISH)**

POSTING DATE: May 23, 2008

CLOSING DATE: June 5, 2008

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Department of Social Services, Southern Region is currently recruiting for an **Eligibility Services Specialist (ESS) position which will be out stationed in a** federally qualified Health Care Facility under the jurisdiction of the Southern Regions' New Haven Office. This ESS position will be out stationed within the "Community Health Care Center located in New Haven, CT and will be under the Supervision of an Eligibility Supervisor in the New Haven Regional Office.

POSITION: Eligibility Services Specialist (ESS)
OPEN TO: Dept. of Social Services Employees Only
BARGAINING UNIT: Social and Human Services (P-2)
SALARY RANGE: \$48,916.00 - \$61,082.00 Annually (SH-20)
LOCATION: Fair Haven Community Health Center, 374 Grand Avenue, New Haven, CT

JOB RESPONSIBILITIES: This out-stationed Eligibility Services Specialist (ESS) will be responsible for independently planning workflow and determining priorities for federally qualified health care center clients and applicants at the Fair Haven Community Health Center. As there are a large number of Spanish speaking clients at this facility, a bilingual /Spanish speaking ESS worker is needed. Located at this facility, the ESS will be responsible for determining eligibility for the Health Care Center clients who qualify for various agency programs such as SAGA, Title 19, Disabled, Food Stamps, various social service programs and services as eligible. Must also act as liaison with DSS operating units, outside agencies and officials such as third party providers, social services agencies and attorneys regarding agency policies and procedures. The out stationed ESS worker functions will be similar to agency Eligibility Services Specialist in reviewing eligibility criteria and provide direction and assistance to applicants and clients experiencing difficulty in meeting those eligibility requirements. Must process complex public assistance cases; testifies in court orders; may obtain administrative approval to process unusual or problematic assistance requests non-recurrent expenses; or request for diversion of income. Will be required to independently perform other related duties as needed.

SPECIAL REQUIREMENTS: Consideration will be given all DSS employees currently at the level of Eligibility Services Specialist and eligible to be re-assigned or transferred laterally within the Department. Employees who are currently on the ESS exam certification list, or have previously obtained permanent status in the ESS job classification may also apply and may be considered in accordance with P-2 bargaining unit transfer guidelines. This position will be filled in accordance with all applicable State Reemployment, SEBAC, transfer, and certification rules.

APPLICATION PROCEDURE: Candidates should complete an "original" State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 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.

You may fax or mail your completed PLD-1. When faxing, keep a copy of your completed application and fax transmittal receipt for your records and **do not mail a copy of your application if you have faxed the materials.** We need to receive your completed and signed application no later than **June 5, 2008 to:**

**Jean F. Walden, Human Resources Associate
Department of Social Services - Southern Region
Human Resources Division
194 Bassett St., New Haven, CT 06511
FAX #: (203) 789-6858**

APPLICATIONS MUST BE RECEIVED BY Thursday, June 5, 2008, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer