

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

**CONNECTICUT CAREERS TRAINEE/
ELIGIBILITY SERVICES WORKER**

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

Posting Date: December 6, 2011

Closing Date: December 14, 2011

The Department of Social Services is presently accepting applications to fill Connecticut Career Trainee/Eligibility Services Worker position (s) within the Southern Region of the Department of Social Services which consists of the New Haven, Middletown and Norwich offices.

Open To: The Public

Position: Connecticut Careers Trainee/Eligibility Services Worker

Bargaining Unit: Social and Human Services (P-2)

**Salary: CCT \$40,512 – \$51,535 (SH-15)
ESW \$49,149 - \$61,628 (SH-19)**

**Location: 194 Bassett Street 401 West Thames Street
New Haven, CT 06511 Norwich, CT 06360**

**117 Main Street Extension
Middletown, CT 06457**

EXAMPLES OF DUTIES:

Interviews individuals to obtain necessary information; determines and grants services and public assistance; researches, verifies and evaluates statements given by clients and other factors to ensure compliance with program eligibility requirements; enters and modifies all relevant case eligibility information in the Eligibility Management System database; provides periodic cycle of eligibility redetermination services to ensure correct client benefits level; assists clients with application and receipt of various federal, state and municipal social services benefits; acts as liaison with local, state and federal agencies regarding determination and coordination of client eligibility and awards; provides information regarding state public assistance programs to clients, social service agencies, attorneys and the public; prepares detailed summaries and acts as agency representative in Fair Hearings process; performs related duties as required

CONNECTICUT CAREERS TRAINEE

Requires possession of a Bachelor's or Master's Degree. In specific job areas a degree in a field related to that job area may be required.

ELIGIBILITY SERVICES WORKER

General Experience:

Requires five (5) years experience in the determination of client eligibility for public assistance; or in the investigation of client capital assets in relation to eligibility determination.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. A Master's Degree in a closely related area may be substituted for the General Experience

Note: The positions may be filled by candidates from the mandatory Re-employment and SEBAC List who are eligible for appointment as an Eligibility Services Worker or CCT, or the positions may be filled by existing lists which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). 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#APPLICATIONFORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications.** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Sandra Washington, Principal H.R. Specialist
Department of Social Services
401 West Thames Street, Unit 102
Norwich, CT 06360
Fax: (860) 823-3402**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE December 14, 2011

An Equal Opportunity / Affirmative Action Employer