

**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
SOCIAL SERVICES TRAINEE (ELIGIBILITY SERVICES WORKER)**

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

The Department of Social Services is offering clerical staff members who have a strong desire to work in the challenging field of eligibility services an opportunity to transition to the level of an Eligibility Services Worker through a structured two (2) year training program. The work environment is rigorous, technical, complex, and fast paced and demands teamwork, reliability, accuracy and precise attention to detail. Positions are based at the Bridgeport, New Britain, and Waterbury regional office benefits centers, reporting to an Eligibility Services Supervisor or Eligibility Services Specialist.

These positions are open to DSS Employees ONLY

Locations: Bridgeport, New Britain & Waterbury Regional Office Benefits Centers

Job Posting No: SSTESW

Schedule: Monday – Friday: 8:00am – 4:30pm

Salary Range: SH14 \$38,659 – 49,318 annually (rate calculated using standard salary adjustment rules)
(Target Classification: SH19: \$49,149 - \$61,628 annually for Eligibility Services Worker)

Closing Date: Thursday, September 27, 2012

Essential Responsibilities:

The SST's progress will be continuously evaluated during the two (2) year training period. Trainees must demonstrate that they have successfully completed all areas of instruction and acquired the necessary knowledge and skills to advance to the ESW target classification. Duties will become progressively more complex during the training period and will cover all areas of ESW responsibility.

Minimum Qualifications Required to Qualify for SST

Basic knowledge of services provided by public sector social services agencies; interpersonal skills; effective oral and written communication skills and mathematical ability is required.

Applicants must demonstrate that they have the ability to understand, evaluate and solve problems by exercising good judgment and reasoning; as well as demonstrate the ability to read, analyze, interpret and understand written material and follow verbal and written instructions.

Successful applicants must be self-starters who have excellent time management skills with a high degree of adaptability/flexibility; are able to handle sensitive situations with diplomacy, are reliable and can demonstrate the ability to build strong working relationships with their co-workers.

Working knowledge of Microsoft Office products including Office, Excel, Access, and PowerPoint is preferred.

Experience and Training

Applicants must have a minimum of two (2) years of experience providing social services to individuals or families in need or performing basic technical or complex clerical duties which would lead to the acquisition of the knowledge, skills and abilities noted above.

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.

Promotion

Incumbents in this class will be eligible for promotion to the target class without further competitive examination after successful completion of the two (2) year training program.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, and employment rules

Application Instructions:

If this opportunity interests you and you meet the qualifications noted above, please download a State of Connecticut Application for Examination or Employment (CT-HR-12) from the State of Connecticut's Department of Administrative Services' Website: www.das.state.ct.us/exam/default.asp#APPLICATION and submit your completed application via:

EMAIL: DSSrecruitment@ct.gov or FAX: 860-951-2979

If either of these methods is not available to you, please mail your application to

**Ellen Mantel, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE RECEIVED BY THURSDAY, SEPTEMBER 27, 2012, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer

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