

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES - SOUTHERN REGION**

Eligibility Services Specialist (Out-Stationed)

POSTING DATE: March 17, 2008

CLOSING DATE: March 31, 2008

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

The Department of Social Services is recruiting to fill an “**anticipated**” Eligibility Services Specialist out posted position for the Health Care Long Term Care (LTC) in five (5) Health Care Facilities. This position will be physically located in the Middlesex Health Care Center which is a subsidiary of the Athena Health Care Systems. This ESS position will be responsible for four (4) additional LTC Health Care Facilities listed below and will be supervised by a Middletown Regional Office Eligibility Supervisor.

POSITION: Eligibility Services Specialist

OPEN TO: Department of Social Services Employees Only

BARGAINING UNIT: Social and Human Services (P-2)

SALARY RANGE: \$48,916.00 - \$61,082.00 Annually (SH-20)

LOCATIONS: Middlesex Health Care Center (Main Physical Location), Middletown, Ct.

ADDITIONAL FACILITY RESPONSIBILITIES:

Gladeview Health Care Center, Old Saybrook, Ct
Wadsworth Glen Health Care Center & Rehab Center, Middletown, Ct.
Bayview Healthcare Center, Waterford, Ct.
Shady Knoll Health Care System, Seymour, Ct.

DUTIES AND RESPONSIBILITIES- OUTSTATIONED LONG TERM CARE FACILITY POSITIONS:

Responsible for independently planning workflow and determining priorities for long term care clients of the five (5) above facilities listed above. Responsible for determining eligibility for the long term care facility residents who qualify for various agency programs such as Title 19, Aid to the Aged, Disabled, TFA, Food Stamps, etc.; independent determining redetermination and interim change procedures for community based services waiver and long term care facility cases. Knowledge of the assessment process for applicants and clients with a community spouse to determine community spouse’s protected amount, community spouse disregard and diversion of income to the community, spouse and family;. Must have thorough knowledge of transfer of asset policies and the “look back” and penalty periods. Acts as liaison with operating units, agencies and outside officials such as third party providers, Social Services Agencies and Attorneys regarding agency policies and procedures. The out posted ESS similar to those ESW workers in conducting in depth interviews with LTC 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.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in the determination of client eligibility for public assistance.

Special Experience: One (1) year of the General Experience must have been at the level of Eligibility Services Worker

Substitution Allowed:

1. 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.
2. Master’s Degree in a closely related area may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS:

Consideration will be given to those DSS employees who have taken and passed the Department of Administrative Services (DAS) examination for "Eligibility Services Specialist" and are currently eligible on the DAS Certification List for appointment to this classification. Employees who are eligible to transfer laterally and employees who already have obtained permanent status in this job class may also apply and will be considered in accordance with P-2 bargaining unit transfer guidelines. These positions will be filled in accordance with all applicable State Reemployment, SEBAC, transfer, merit promotional and certification rules and first priority will be given to those candidates on mandatory lists.

APPLICATION PROCEDURE:

Interested and qualified candidates who meet the above requirements should submit a State of Connecticut Application for Employment (PLD-1) which may be downloaded from the State of Connecticut's Department of Administrative 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 the **March 31, 2008 to:**

**Department of Social Services- Southern Region
Human Resources Division
194 Bassett St., New Haven, CT 06511**

**ATTN: Jean F. Walden, Human Resources Associate
FAX #: (203) 789-6858**

APPLICATIONS MUST BE RECEIVED BY MONDAY MARCH 31, 2008, CLOSE OF BUSINESS

An Affirmative Action / Equal Opportunity Employer