

STATE OF CONNECTICUT

pcn # 32684 (rip #34240)
pcn # 90588 (rip)

DEPARTMENT OF SOCIAL SERVICES - SOUTHERN REGION
"LATERAL / PROMOTIONAL OPPORTUNITIES"

ELIGIBILITY SERVICES SPECIALIST
(General - Middletown Office) (Out-Stationed- CVH Hospital)

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

POSTING DATE: May 19, 2010

CLOSING DATE: May 28, 2010

The Department of Social Services is recruiting to fill upcoming **Eligibility Services Specialist (ESS) position vacancies located at the Middletown Regional Office and out-stationed at the Connecticut Valley Hospital (CVH) in Middletown, CT.** CVH is a subsidiary of the Department of Mental Health and Addiction Services.

POSITION: Eligibility Services Specialist (ESS)
OPEN TO: DSS Employees Only
BARGAINING UNIT: Social and Human Services (P-2)
SALARY RANGE: \$50,384 - \$62,915 Annually (SH-20)
LOCATIONS: Connecticut Valley Hospital, Middletown, CT
DSS Middletown Office- 117 Main St. Ext., Middletown, CT

DUTIES AND RESPONSIBILITIES

General Office:

Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current and projected needs; provides technical and procedural support to staff; acts as liaison with operating units, agencies and outside officials such as third party providers, social services agencies and attorneys regarding unit policies and procedures; makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with Eligibility Services Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit workflow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; facilitates the resolution of systems and data problems; Independence Plans; conducts comprehensive social services assessment to identify potential barriers to employability; provides necessary eligibility, employment and supportive services to reduce barriers and promote self sufficiency; may provide client orientation to agency programs and support services; monitors, evaluates client progress with employability plans and takes appropriate actions including conciliation and/or sanctioning; may make presentations within agency and/or community; performs related duties as required.

Out-Stationed – CVH Hospital:

The out-stationed ESS will be supervised by a Middletown Office Eligibility Services Supervisor in the Middletown Regional Office. The hospital ESS will be responsible for independently planning the workflow and determining priorities in the administration of DSS programs and services for clients at the Connecticut Valley Hospital in Middletown, CT. Responsible for determining eligibility for the CVH clients who qualify to be considered for various agency programs and services such as Title 19 and SAGA.

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(Middletown/Out-stationed CVH) 5/19-5/28/2010**

Additionally, will independently determine and perform redeterminations and interim change procedures for CVH cases. Acts as liaison with other DSS operating units, on-site Hospital contact staff, outside agencies and officials such as third party providers, community based social services agencies and Attorneys regarding agency policies and procedures. The out stationed ESS worker must also conduct in depth interviews with applicants and clients experiencing difficulty in meeting 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.

ELIGIBILITY REQUIREMENTS:

Consideration will be given to all DSS employees currently at the level of Eligibility Services Specialist and eligible for lateral transfer within the Department. Employees who have obtained permanent status in the ESS job class also may apply and will be considered in accordance with P-2 bargaining unit transfer guidelines. Promotional consideration will be given to all Eligibility Services Workers who are certified as currently eligible on the "Eligibility Services Specialist" Exam/Certification List. The positions will be filled in accordance with all applicable State Reemployment, SEBAC, Transfer and Certification rules.

APPLICATION PROCEDURE:

Interested and qualified candidates who meet the above requirements should submit a State Application for Employment (PLD-1) which may be downloaded from the State of Connecticut's Department of Administrative Service's website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.

PLD-1 Applications should be typed or printed neatly. Please indicate on the front of the PLD-1 application whether you are applying for an ESS position in the Middletown Office, or the CHV out-posted location, or both. You may **either FAX or Mail** your completed PLD-1. When faxing, keep a copy of your completed application and fax transmittal receipt for your records. Please do not mail a copy of your application if you have faxed the materials. Please submit your completed and signed PLD-1 application form by no later than May 28, 2010 to:

**Department of Social Services- Southern Region
Human Resources Division
ATTN: Sandra Washington, Principal HR Specialist
401 West Thames Street, Norwich, CT 06360**

FAX #: (860) 823-3402

APPLICATIONS MUST BE RECEIVED BY FRIDAY, MAY 28, 2010 CLOSE OF BUSINESS

An Affirmative Action / Equal Opportunity Employer