



State of Connecticut

Department of Social Services

3580 Main Street λ Hartford, Connecticut 06120

ELIGIBILITY SERVICES SPECIALIST (LATERAL OR PROMOTIONAL OPPORTUNITIES) ANTICIPATED VACANCY NOTICE

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Posting Date: 12/07/2009

Closing Date: 12/14/2009

THE DEPARTMENT OF SOCIAL SERVICES (DSS) IS PRESENTLY RECRUITING TO FILL ELIGIBILITY SERVICES SPECIALIST POSITION(S) THROUGHOUT THE NORTHERN REGION.

OPEN TO: Department of Social Services Employees
POSITION(S): Eligibility Services Specialist
BARGAINING UNIT: Social and Human Services (P-2)
SALARY RANGE: \$50,384.00 - \$62,915.00 (SH 20)

THESE POSITIONS MAY BE USED TO FILL CURRENT AND FUTURE VACANCIES IN THE FOLLOWING AREAS:

- ANY OF THE NORTHERN REGION OFFICES LISTED BELOW
- ANY OUTSTATIONED HOSPITAL
- ANY LONG TERM CARE FACILITY
- ANY COMMUNITY COURT LOCATIONS

3580 Main Street
Hartford, CT

699 East Middle Turnpike
Manchester, CT

30 Christian Lane
New Britain, CT

676 Main Street
Willimantic, CT

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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 projected needs; provides technical and procedural support to staff; conducts or assists in conducting performance evaluations; 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 data problems; provides eligibility services and/or vocational services to clients assigned to individual caseload; conducts in-depth interviews with applicants experiencing difficulty in meeting program eligibility requirements;

evaluates clients' financial needs and stabilizes economic situation by providing necessary assistance and services; periodically reviews eligibility to ensure correct benefits level; may be responsible for agency components of client 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 client progress with employability plan and takes appropriate actions including conciliation and/or sanctioning; may make presentations within agency and/or community.

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.

College Training:

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. A Master's degree in a closely related area may be substituted for one (1) additional year of the General Experience.
3. One (1) year as an Eligibility Services Worker may be substituted for General and Special Experience.

APPLICATION PROCEDURE: Applications will be accepted from candidates who have taken and passed the examination for Eligibility Services Specialist and are eligible for appointment, or the positions may be filled by candidates on current Reemployment/SEBAC lists to whom we are obligated to give priority consideration. State employees currently holding the above title or those who previously have attained permanent status in this class may apply for a lateral transfer.

Candidates should either mail or fax a COMPLETED ORIGINAL State of Connecticut Application (Form 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. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. Do not mail a copy of your application form if you have faxed the materials. Please forward your completed original State of Connecticut Application (Form PLD-1) to:

CONTACT PERSON: Delores Atwater, Human Resources Associate
Department of Social Services
3580 Main Street
Hartford, CT 06120-1187
FAX #: (860) 566-1768

APPLICATIONS MUST BE RECEIVED BY DECEMBER 14, 2009 CLOSE OF BUSINESS

An Equal Opportunity/Affirmative Action Employer