

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

ELIGIBILITY SERVICES SUPERVISOR

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 presently is accepting applications for Eligibility Services Supervisors for Multiple Locations in the Northern Region.

Open To: Department of Social Services Employees

Position: Eligibility Services Supervisor
Position Number 33805

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

Salary: \$58,318.00 - \$74,296.00 (SH-23)

Locations:

3580 Main Street Hartford, CT 06120	699 East Middle Turnpike Manchester, CT 06040
30 Christian Lane New Britain, CT 06053	676 Main Street Willimantic, CT 06223

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance including identifying, planning and implementing training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; implements personnel policies and procedures; performs related duties as required.

EXPERIENCE AND TRAINING:

General Experience: Seven (7) 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 Specialist.

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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.

Consideration will be given to lateral appointments or to those candidates who have taken and passed the examination for Eligibility Services Supervisor (Exam # 050980) and are eligible for appointment. Or the positions may be filled by existing lists which we are obliged to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination of 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#APPLICATION FORMS 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 mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) 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 ON OR BEFORE December 14, 2011 CLOSE OF BUSINESS
An Equal Opportunity/Affirmative Action Employer**