

# REPOSTING: CLOSING DATE AND SALARY CORRECTED

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

**CONNECTICUT CAREERS TRAINEE  
Eligibility Services Worker**

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

Posting Date: May 12, 2011

Closing Date: May 19, 2011

The Department of Social Services presently is accepting applications for Connecticut Career Trainee/Eligibility Services Workers for Multiple position (s) within the Northern Region of the Department of Social Services, which consists of Hartford, Manchester, New Britain and Willimantic offices.

Open To: The Public

Position: Connecticut Careers Trainee/Eligibility Services Worker

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

Salary Range: Connecticut Careers Trainee (SH 15) \$40,512 – \$51,535  
Eligibility Services Worker (SH 19) \$49,149 – \$61,628

Locations: 3580 Main Street Hartford, CT 06120 699 East Middle Turnpike Manchester, CT 06040  
30 Christian Lane New Britain, CT 06051 676 Main Street Willimantic, CT 06226

#### DUTIES AND RESPONSIBILITIES:

Interviews individuals to obtain information; determines and grants services and public assistance; researches, verifies and evaluates statements given by clients and other factors to ensure compliance with program eligibility requirements; enters and modifies all relevant case eligibility information in the Eligibility Management System database; provides periodic cycle of eligibility redetermination services to ensure correct client benefits level; assists clients with application and receipt of various federal, state and municipal social services benefits; acts as liaison with local, State and Federal Agencies regarding determination and coordination of client eligibility and awards; provides information regarding state public assistance programs to clients, social service agencies, attorneys and the public; prepares detailed summaries and acts as agency representative in the Fair Hearings process; performs related duties as required.

#### EXPERIENCE AND TRAINING:

##### CONNECTICUT CAREERS TRAINEE (CCT)

Possession of a Bachelor's or Master's Degree. In specific job areas, a degree in a field related to that job area may be required.

##### ELIGIBILITY SERVICES WORKER

General Experience: Five (5) years' experience in the determination of client eligibility for public assistance or in the investigation of client capital assets in relation to eligibility determination. Position can be filled at this level only by candidates on a current certification list or through lateral transfer.

**SUBSTITUTIONS 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. A Master's Degree in a closely related area may be substituted for the General Experience.
- 2) Eighteen (18) months as a Pre-Professional Trainee may be substituted for the General Experience.
- 3) Two (2) years as a Social Services Trainee in the designated area may be substituted for the General Experience.

**Note:** These positions may be filled by candidates from the mandatory Re-employment/SEBAC lists, Who are eligible for appointment as an Eligibility Services Worker or CCT, or the positions may be filled by existing lists which we are obligated to use.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or 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](http://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 forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Delores Atwater, Human Resources Associate  
Department of Social Services  
3580 Main Street Hartford, CT 06120  
Fax: (860) 566-1768

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE Friday, May 19, 2011, CLOSE OF BUSINESS**

An Equal Opportunity / Affirmative Action Employer