

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

Connecticut Careers Trainee/Eligibility Services Worker

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

Posting Date: May 6, 2010

Closing Date: May 17, 2010

The Department of Social Services is presently recruiting for anticipated job opportunities in the classification of Eligibility Services Worker (ESW) in each of the three Southern Regional Offices located in New Haven, Middletown, and Norwich. These positions may also be filled at the Connecticut Careers Trainee (CCT) level, which will require a minimum of one-year training prior to promotion to the ESW target level position.

OPEN TO: The Public and State Employees

POSITION: Eligibility Services Worker (ESW)

SALARY LEVELS: SH 19: \$47,950 - \$60,124 annually

Connecticut Careers Trainee (CCT)
SH 15: \$39,523 - \$50,278 annually

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

LOCATIONS:

<p style="margin: 0;">New Haven Office 194 Bassett Street New Haven, CT 06511</p>	<p style="margin: 0;">Middletown Office 117 Main Street Ext. Middletown, CT 06457</p>	
<p style="margin: 0;">Norwich Office 401 West Thames Street Norwich, CT 06360</p>		

JOB RESPONSIBILITIES: Various job responsibilities include but are not limited to: Interview individuals to obtain necessary information for determination of eligibility for various DSS programs and services; Research, verify and evaluate client statements and other factors to ensure compliance with program eligibility requirements; grant or deny services and public assistance; Using DSS database systems; enters, modifies, and updates all relevant case eligibility information. Perform periodic re-determination of client records and services in order to monitor changing benefits level and continued eligibility; Assist clients with applications and guidelines for receipt of various Federal, State and Municipal Social Services benefits; Act as liaison with Local, State and Federal Agencies regarding determination and coordination of client eligibility for services and awards; provides information regarding State Public Assistance Programs to clients, Social Service agencies, attorneys and the public; prepares detailed summaries and acts as an agency representative in the Fair Hearings process in Eligibility disputes; Performs various related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of and ability to interpret and apply relevant agency policies and procedures; knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; knowledge of available community support and social services resources; knowledge of common individual and/or family financial practices and investments; interpersonal skills; oral and written communication skills; interviewing ability.

EXPERIENCE AND TRAINING REQUIREMENTS:

ELIGIBILITY SERVICES WORKER:

General Experience: Five (5) years experience in determination of client eligibility for public assistance.

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.
2. A Master's degree in a related area may be substituted for the General Experience.

CONNECTICUT CAREERS TRAINEE: (1 yr. training class)

Possession of a Bachelor's or Master's Degree is required. A degree in a related field may be required.

SPECIAL REQUIREMENTS: Due to the large number of anticipated applicants, a Degree in a related field and/or job related experience may be preferred criterion for candidate selection for interviews.

A Connecticut Driver's License may be required.

ELIGIBILITY REQUIREMENTS: State employees currently holding the above title, or who have previously attained permanent status may apply and will be considered in accordance with the P-2 Transfer List Guidelines. The filling of this position will also be in accordance with all State Re-employment, SEBAC, Transfer, Merit Promotional, and Certification Rules as mandated by the State of Connecticut and Bargaining Unit Contract.

APPLICATION PROCEDURES: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment Application (PLD-1). The PLD-1 application form 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. The application should be typed or printed clearly; completed fully, signed and dated prior to submission. **You may submit your PLD-1 application by either FAX or U.S Mail (Please do not send both).** When faxing, keep a copy of your completed Application Form and the Fax Transmittal Receipt for your records. Please indicate the Position title and Regional Office Location(s) you are applying for on the front top of the PLD-1 application form and send directly to:

**Jean F. Walden, Human Resources Associate
Department of Social Services - Southern Region
194 Bassett Street, New Haven, CT 06511
FAX: (203) 789-6858**

NOTE: Due to the large number of applications anticipated, we cannot confirm receipt of applications. In addition, we will only be contacting those candidates selected for Interviews at this time and kindly request that you do not contact our office on the status of your application.

All candidates selected for interviews may also be eligible for appointment to Durational/Temporary positions if not selected for permanent vacancies at this time.

APPLICATIONS MUST BE RECEIVED NO LATER THAN, Monday MAY 17, 2010, CLOSE OF BUSINESS.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION/ EMPLOYER