

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

Eligibility Services Worker

(May be under filled as a Social Services Trainee or Connecticut Careers Trainee)

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

Posting Date: January 26, 2010

Closing Date: February 3, 2010

The Department of Social Services is presently recruiting for anticipated job opportunities in the classification of Eligibility Services Worker, within multiple locations of the Western Region. These positions may be under filled at the Social Services Trainee (SST) or Connecticut Careers Trainee (CCT) levels.

OPEN TO: The Public and State Employees

**POSITION: Social Services Trainee (SH-14)
Salary Range: \$37,716.00 - \$48,115.00 Annually**

**Connecticut Careers Trainee (SH-15)
Salary Range: \$39,523.00 - \$50,278.00 Annually**

**Target Classification: Eligibility Services Worker (SH-19)
Salary Range: \$47,950.00 - \$60,124.00 Annually**

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

**LOCATIONS: 925 Housatonic Avenue, Bridgeport, CT
342 Main Street, Danbury, CT
1642 Bedford Street, Stamford, CT
62 Commercial Boulevard, Suite 1, Torrington, CT
249 Thomaston Avenue, Waterbury, CT**

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.

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:

SOCIAL SERVICES TRAINEE (SST)

General Experience: Two (2) years' experience providing social services to individuals or families in need or performing basic technical or complex clerical duties which would lead to the acquisition of the knowledge, skills and abilities outlined above.

Substitutions Allowed: 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.

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. **These positions can be filled at this level only by candidates on a current certification list or through lateral transfer.**

Note: These positions may be filled by candidates from the mandatory Re-employment/SEBAC Lists, lateral transfer/reassignment, or from existing Exam Certification Lists. New hires from outside state service must enter at the Social Services Trainee or Connecticut Careers Trainee levels.

APPLICATION PROCEDURE: Candidates should complete an Application for Examination or Employment PLD-1. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at:
www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.

Due to the large number of applications submitted, we cannot confirm receipt of individual applications. Please mail your completed State of Connecticut Application (PLD-1) to:

Lynn Gelzheiser, Principal Human Resources Specialist
Department of Social Services
925 Housatonic Avenue
Bridgeport, Connecticut 06606

Applications must be forwarded by mail. Faxed Applications will not be accepted.

APPLICATIONS MUST BE RECEIVED ON OR BEFORE WEDNESDAY, FEBRUARY 3, 2010 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer