

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

**Eligibility Services Worker  
(Norwich Office)**

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

**Posting Date:** February 16, 2010

**Closing Date:** March 1, 2010

The Department of Social Services Southern Region is presently recruiting for an upcoming vacancy in its Norwich Office in the classification of Eligibility Services Worker. This position also maybe under filled at the Connecticut Careers Trainee (CCT) level.

**OPEN TO:** THE PUBLIC

**POSITION:** Eligibility Services Worker Position # 33698

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

**SALARY RANGE:** \$47,950 - \$60,124 (SH-19) Eligibility Services Worker

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

**LOCATION:** Norwich Regional Office  
401 West Thames Street, Norwich, CT 06360

**EXAMPLES OF DUTIES:**

Interviews individuals to obtain necessary information to determine eligibility of 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; enters, modifies, and updates all relevant case eligibility information in DSS database system; periodic re-determination of services to monitor changing benefits level; assist clients with applications and 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 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.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:**

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 FOR ELIGIBILITY SERVICES WORKER:**

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

**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 to a maximum of four (4) years for a Bachelor's degree.

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

**CONNECTICUT CAREER TRAINEE:** Must have a Bachelors or Masters Degree

**PREFERRED SKILLS AND ABILITY:** Bachelors Degree in a related field may be required for CCT.

**ELIGIBILITY REQUIREMENTS:**

State employees currently holding the above title, or who have previously attained permanent status may apply for lateral transfer and be considered in accordance with the P-2 transfer list. This position will be filled in accordance with all State Reemployment, SEBAC, Transfer, Merit Promotional and Certification Rules as mandated.

**APPLICATION PROCEDURES:**

Candidates should complete an Application for Examination of Employment (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](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.

**Please do not mail a copy of your application form if you have already faxed the materials.**

Applications should be typed or printed, completed fully and signed to be considered. Due to the large number of applications received, we cannot confirm receipt of applications. **State of Connecticut (PLD-1) applications must be received no later than March 1, 2010, close of business to be considered.**

Please forward all applications to the address below or fax to (860) 823-3402.

**Department of Social Services  
Attn: Sandra Washington, Principal HR Specialist  
Human Resources Unit  
401 West Thames St., Unit 102  
Norwich CT. 06360**

**APPLICATIONS MUST BE RECEIVED NO LATER THAN MONDAY, MARCH 1, 2010 - CLOSE OF BUSINESS**

**DSS IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**