

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
(2) SOCIAL SERVICES INVESTIGATORS
Office of Quality Assurance – FRAUD DIVISION

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

The Department of Social Services is seeking two (2) skilled investigation professionals who have the training and experience to handle a challenging caseload of investigations in the **Fraud Division**. These positions are based at the respective offices noted below reporting to a Social Services Investigations Lead or Supervisor. Travel on a regular basis to conduct client field visits, DSS sub-offices, state courts, as well as to other administrative state agencies is required.

Open To: DSS Employees Only

Locations: Hartford Regional Office, 3580 Main Street (Posting #34159)
Waterbury Regional Office, 249 Thomaston Avenue (Posting #106794)

Schedule: Monday – Friday: 8:00am – 4:30pm

Bargaining Unit: P-2

Salary Range: \$54,790 to \$68,416 (SH-20)

Closing Date: December 26, 2014

Essential Responsibilities:

Performs investigations of suspected fraudulent activity by providers or recipients of various programs administered by the department, including but not limited to Medicaid, SNAP, Child Care, CEAP, TFA, PCA Waiver, State Supplement; conducts interviews with clients, recipients and providers; contacts employers, financial institutions and other agencies to obtain information; conducts interviews and obtains information about income, real property and all personal assets; works closely with other State agencies; conducts field visits and surveillance when appropriate; prepares detailed investigation reports; consults with and provides case information to agency Legal Division, Office of the Attorney General and Chief State's Attorney; prepares arrest warrant applications (affidavits); prepares subpoenas; prepares summaries and testifies at administrative hearings, probate hearings and other court hearings.

Conducts research on active and closed case files where there is an allegation, suspicion or actual program violation; identifies and evaluates demographics data and financial resources pertaining to applicant, client, deceased client or relative; performs various data integrity matches and subsequent investigation; analyzes financial data and legal documents and substantiates intentional program violations; conducts title searches to identify ownership and transfer history of personal and real property and determines if a property lien, assignment of interest on claims or decedent's estate is necessary; conducts research to determine fair market value of all assets; prepares various financial documents and executes assignment of interest in claims, estates and other assets; provides consultation of legal and policy requirements and procedures; makes recommendations to management and negotiates with attorneys and financial institutions; conducts interviews and unannounced home visits to interview applicants, client and/or third party to determine facts required to eligibility or program violations; determines and documents intentional program violation and whether the case warrants an administrative hearing or referral for criminal prosecution; conducts electronic bank transfer Supplemental Nutrition Assistance Program (SNAP) client trafficking investigations and assists in retailer SNAP trafficking; performs related duties as required.

Qualifications:

Knowledge of public assistance programs; knowledge of investigatory methods and techniques; 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 property ownership and personal finances; knowledge of court procedures and related legal instruments; some knowledge of legal terminology; skill in conducting investigations; interpersonal skills; oral and written communication skills; interviewing skills; ability to gather and analyze financial data; ability to interpret financial and legal documents for cases supporting fraud; ability to summarize and articulate findings; ability to prepare reports; ability to perform arithmetical computations; ability to utilize computer software and systems.

Applicants must demonstrate the ability to handle sensitive and confidential situations with diplomacy. These positions also require effective organization & time management skills with a high degree of adaptability & flexibility. Applicants must have strong analytic skills with attention to detail and a record of solid decision making & good judgment. Significant oral and written communications skills are required.

Proficiency in the navigation and use of the DSS Eligibility Management System (EMS) is required. Experience in the use of Microsoft Office tools such as Word, EXCEL, Access & PowerPoint is preferred.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

Application Instructions:

Candidates who meet the above requirements should forward a completed 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 website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please **mail or fax** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and two (2) most recent Performance Appraisals to:

**Kelly Geary, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105**

Facsimile (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 26, 2014, CLOSE OF BUSINESS

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.