

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

SOCIAL SERVICES ASSISTANT

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

Posting Date: May 9, 2008

Closing Date: May 23, 2008

The Department of Social Services is presently accepting applications for a Social Services Assistant position within our Southern Region's Middletown Office.

OPEN TO: DSS Employees and the Public
POSITION: Social Services Assistant
BARGAINING UNIT: Social and Human Services (P-2)
SALARY: \$32,070.00 – \$39,797.00 (SH-11)
LOCATION: 117 Main Street Ext., Middletown, CT

SUPERVISION RECEIVED:

Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

DUTIES AND RESPONSIBILITIES:

Assists professional and technical personnel in providing necessary supportive services and basic needs to clients; provides assistance to agency clients who have come into office or have phoned by identifying client problem or need and referring client to agency or community resources to meet the need; provides information concerning agency programs and policies to clients, public and other state and community agencies; assists clients in completion of agency forms related to assistance or service requests or reviews; under supervision assists in various activities related to licensing of family day care homes; may be required to prepare reports relating to his/her assignment; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Basic interpersonal skills; basic oral and written communication skills; ability to follow oral and written instructions; ability to maintain records and prepare reports.

EXPERIENCE AND TRAINING:

Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

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NOTE: This position may be filled by candidates from the mandatory Re-employment and SEBAC certification lists which we are obligated to utilize.

APPLICATION PROCEDURE: Candidates should complete an Application for Examination or Employment PLD-1. The PLD-1 Application Form can 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). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **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 original State of Connecticut Application (PLD-1) no later than May 23, 2008 to:

Lori-Anne Hilliard, Human Resources Assistant
Department of Social Services – Southern Region
194 Bassett Street, New Haven, CT 06511
FAX (203) 789-6858

APPLICATIONS MUST BE RECEIVED BY FRIDAY, MAY 23, 2008, CLOSE OF BUSINESS.

An Equal Opportunity/Affirmative Action Employer