

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

**Social Services Lead Investigator
(Client Fraud Investigations Unit)**

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

Posting Date: December 23, 2009

Closing Date: January 4, 2010

The Department of Social Services presently is recruiting to fill Social Services Lead Investigator positions (Resources, FRED, and Client Fraud Investigations Unit) within our Northern Region which consists of the Hartford, Manchester, New Britain and Willimantic Offices.

Open To: DSS Employees Only

Position: Social Services Lead Investigator (Resources, FRED CFIU)

Bargaining Unit: P-2 Social and Human Services

Salary: 50,384– \$62,915 (SH-20)

**Locations: 3580 Main Street
Hartford, CT 06120**

**699 East Middle Turnpike
Manchester, CT 06040**

**30 Christian Lane
New Britain, CT 06051**

**676 Main Street
Willimantic, CT 06226**

EXAMPLES OF DUTIES:

Performs investigations to determine financial resources and means of support such as assets and income of absent parents, fathers of minor children, legally liable relatives or clients; determines value of real and personal property; interviews custodial and/or absent parents, alleged fathers, legally liable relatives or clients to obtain information about paternity, income, real and personal assets or location; contacts employers, public and private agencies to obtain location and/or information about absent parents, alleged fathers or legally liable relatives; performs title searches and negotiates releases of liens, mortgages, sales and transfers of property, accident or lawsuit settlements, decedent estates; prepares and files liens and mortgages; determines, reviews and modifies amount of support to be paid by legally liable relatives; explains legal and policy requirements and procedures to clients, legally liable relatives, the general public and others; provides case information to Office of the Attorney General; prepares support petitions, show cause applications, motions for modification; serves summons or orders of notice; testifies in court on cases involving support, arrearages or claims for reimbursement; reviews discontinued cases for possible redirection of child support and refund of excess child support monies or recovery of public assistance monies; prepares summaries and testifies at Fair Hearings; provides consultation in support or resources cases; performs related duties as required.

**Social Services Lead Investigator
(Resources, FRED and CFIU)**

RESOURCES:

Prepares and executes Assignment of Interest in claims, estates and other assets; investigates suspected cases of fraud and interacts with Client Fraud Investigation Unit; evaluates need and estimated cost of property repairs; reviews funeral expenses and recommends disposition.

Fraud Recovery Early Detection Unit:

Receives referrals from eligibility and intake staff. Independently reviews and investigates the referrals through the primary means of a home visit(s) to applicant's home and/or provider's home to validate the veracity of the information provided on the request for benefits by the applicant. Gathers information from a variety of sources including but not limited to case record review, motor vehicle records, employment records, bank records and other third party collateral sources to establish that the applicant has met the eligibility requirement for the program. Prepares a detailed investigation summary making a recommendation as to the applicant's eligibility status and forwards to referent for further action. May have reason to make referrals to eligibility staff on other ineligible cases uncovered in the course of the home visit and in office investigation. May need to make referrals to DCF or other community agencies as necessary. Maintains records of investigation recommendations in order to arrive at monthly cost avoidance amount. Other assignments as made by supervisor.

Client Fraud Investigation Unit:

Determines nature and amount of client overpayment, makes historical changes in Eligibility Management System data bas and institutes restitution process through reduction of benefits or billing.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years' experience in the investigation of real and personal assets or the determination of client eligibility for public assistance

Special Experience:

One (1) year of the General Experience must have been at the level of Social Services Investigator in Child Support, CFIU/FRED and Resources Unit.

COLLEGE TRAINING:

- 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.
- 3) One (1) year as a Social Services Investigator in the relevant specialty may be substituted for the General and Special Experience.

Special Requirement:

Incumbents in this class may be required to travel.

Note: Candidates must be on the current examination list number 091590 for Social Services Lead Investigator, or the position (s) may be filled by existing lists, which we are obliged to use

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut 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 Services Website at:

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, and 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 State of Connecticut Application for Examination or Employment (PLD-1) to:

Delores Atwater, Human Resources Associate
The Department of Social Services
3580 Main Street Hartford, CT
Hartford, CT 06120
Fax: (860) 566-1768

APPLICATIONS MUST BE RECEIVED BY: January 4, 2010, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer