



**CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC  
SOCIAL WORKER (SOCIAL AND HUMAN SERVICES)**

**ANNUAL \$64,847      SALARY      APPLICATION CLOSING      EXAM**  
**SALARY: \$82,533      GROUP: SH 24      DATE: SEE BELOW      NO: 052230CRPD**

**(REISSUED WITH TEST DATE FOR 2015)**

**PURPOSE OF CLASS.** In a state agency or institution this class is accountable for the provision of intensive supportive social case work services to an assigned caseload of individuals and families.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE.

**GENERAL EXPERIENCE:** A Master's degree in social work or a closely related field OR a Bachelor's degree in social work or a closely related field and two years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning OR a Bachelor's degree and three years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning. **NOTES:** (1) Closely related fields are: applied sociology, child development, child welfare, clinical psychology, counseling, human development and family studies, human service, marriage and family therapy, nursing, social and/or human services, education and criminal justice. (2) DEPARTMENT OF CHILDREN AND FAMILIES: A degree in a closely related field is required. (3) Qualifying experience at this level includes the use of professional interviewing techniques, provision of skilled counseling to an assigned client caseload and assessment of basic client needs (nutritional, environmental, financial, medical, protective service) through continuing personal observation during home visits.

**SUBSTITUTION ALLOWED:** For state employees successful completion of the Social Worker Trainee program may be substituted for the General Experience.

**SPECIAL REQUIREMENTS:** (1) Candidates cannot be appointed until all degree requirements are completed. (2) DEPARTMENT OF CHILDREN AND FAMILIES: Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's License. (3) OTHER AGENCIES: Incumbents may be required to possess and retain a valid Motor Vehicle Operator's License. (4) Incumbents in this class may be required to travel. (5) Incumbents in this class may be required to speak a foreign language. (6) COMMISSION ON THE DEAF AND HEARING IMPAIRED: Incumbents in this class must be able to communicate fluently in American Sign Language.

**KNOWLEDGE, SKILLS AND ABILITIES (KAS's):** Considerable knowledge of principles, techniques and methods of professional social work; considerable knowledge of various economic, emotional, medical, psychological and social factors influencing attitudes and behavior of individuals and families; knowledge of community resources available to individuals and families; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret and apply social work policies; considerable ability to prepare clear and concise reports and case histories.

**THE EXAMINATION WILL BE COMPOSED OF:**      **PART**      **WEIGHT**  
**(Exam questions will cover KSA's listed above.)**      **WRITTEN**      **100%**

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Applications must be date stamped by DAS/Human Resources or postmarked by **May 15, 2015 for the July 11, 2015 test date.** Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

(reissued April 1, 2015)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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