



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF CHILDREN AND FAMILIES
CHILDREN SERVICES SPECIALIST

ANNUAL \$47,338 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$62,824 **GROUP: HN 20** **DATE: MAY 13, 2013** **NO: 130470APMB**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state child care facility or program, this class is accountable for independently performing specialized services for the treatment and care of delinquent, emotionally disturbed or neglected and abused children and youth and for performing individual and group counseling.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CHILDREN AND FAMILIES** WHO BY **MAY 13, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CHILDREN AND FAMILIES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Two years of experience as a Children Services Worker.

SUBSTITUTIONS ALLOWED: (1) Three years in the care of residents in an institution or facility for emotionally disturbed or delinquent children at the level of Children Services Worker including the utilization of therapy techniques to achieve behavioral change may substitute for the General Experience. (2) A Bachelor's degree in health, human services, mental health or recreation therapy may be substituted for one year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to be bilingual or fluent in American sign language. (2) Incumbents in this class may be required to travel.

WORKING CONDITIONS: May be required to lift and restrain residents; may have significant exposure to risk of injury from assaultive/abusive residents.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of physiological and perceptual disorders such as learning disabilities, perceptual handicaps, etc.; considerable knowledge of problems of adolescents and influences of the environment; knowledge of psychosis, personality disorder, psycho-pathology and violence; knowledge of the processes of normal human behavior such as motivation, emotion, neurosis, etc.; knowledge of individual and group therapy techniques such as client centered, behavior modification techniques; knowledge of crisis intervention; knowledge of first aid procedures in case of injury and life-saving techniques as a result of choking, shock, etc.; knowledge of various symptoms caused by non-prescription drugs; considerable interpersonal skills; clinical skill in recognizing non-verbal communication such as cues and body language; ability to assess individual behavior and observe changes in clients; ability to mediate problems between staff members and clients; ability to logically analyze problem situations and come to workable solutions; ability to assess client behavior in terms of desired objectives and in relation to others.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION AND EXAMINATION 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, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by May 13, 2013. A separate application form must be submitted for each exam you are applying for.** Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910). **If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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. **Examination scores will be mailed by June 27, 2013.**

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 Department of Children and Families.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

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.