



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

Social Worker Supervisor

APPLICANTS WHO HAVE NOT TAKEN AND RECEIVED A PASSING SCORE FOR THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION NUMBER 120770 FOR SOCIAL WORK SUPERVISOR OR HOLD PERMANENT STATUS SHOULD NOT RESPOND TO THIS ANNOUNCEMENT.

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!!](#)

Posting Date: December 28, 2013

Closing Date: January 8, 2013

The Department of Social Services is currently accepting applications for one (1) Social Work Supervisor position, within The Division of Social Work Services, located in our Manchester Regional Office.

Open To: Candidates on current exam list

**Position: Social Work Supervisor (SH-26)
Position Numbers: 34203**

Bargaining Unit: Social and Human Services (P-2)

Salary Range: \$67,267.00 - \$85,266.00 Annually

Locations: 699 East Middle Turnpike, Manchester, CT 06040

DUTIES/RESPONSIBILITIES: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED,

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of relevant agency policies and procedures; considerable knowledge and understanding of case work principles, methods and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; knowledge of community resources (e.g. facilities serving social, mental health, medical, educational and legal needs, etc.) and services provided; knowledge of legal basis for departmental programs and requirements; considerable interpersonal skills; considerable oral and written communication skills; ability to interpret complex written material; supervisory ability.

Special Requirements:

- 1) Incumbents in this class may be required to speak a foreign language.
- 2) Incumbents in this class may be required to travel.

This position will be filled by the mandatory Re-employment and Sebac Lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a 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 Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION [FORMS](#). When faxing materials, please 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.** Please forward to:

Kristina Grodzicki, Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

Fax Numbers: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY , CLOSE OF BUSINESS

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.