

State of Connecticut
Department of Social Services
Job Opportunity
Connecticut Careers Trainee – (Eligibility Services Worker), CCTNH – SMR14

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

Posting Date: March 31, 2014

Closing Date: April 2, 2014

The Department of Social Services is currently accepting applications for the job classification of Connecticut Careers Trainee – Eligibility Services Worker. Positions will be located in our New Haven Regional Office.

Responses to this posting will be used to fill vacancies for these locations through September 2014.

Open To: *The Public – Applicants must provide proof that they have a Bachelor's degree or above prior to appointment to these opportunities.*

Position No.: CCTNH – SMR14

Hours: 8:00 a.m. – 4:30 p.m., Monday through Friday, 40 hours per week

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

Salary Range: Bachelor's Degree: SH15 Step 1 \$41,728 Annually
Master's Degree: SH15 Step 2 \$43,237 Annually

Target Classification (after one (1) year served as CCT from date of hire):
Eligibility Services Worker (SH19): \$50,624 Annually

Location: 50 Humphrey Street, New Haven, CT 06513

Processing Center Essential Responsibilities Include:

- Analyze financial, employment, family and personal information to determine eligibility for all DSS programs.
- Provide clients with complete and accurate details regarding program regulations, rules and policies.
- Utilize computer databases to retrieve, review, process and organize client data and applications for benefits.
- Interview all applicant/recipients coming to the Service Center to handle all related tasks regarding DSS case issues and programs.

Qualifications for Processing Center CCT (target class of Eligibility Services Worker):

- Applicants must have a Bachelor's degree or above to qualify for appointment. Prior work experience in a human services area is helpful.
- Applicants must demonstrate that they have the ability to acquire the knowledge and skills to become an Eligibility Worker; are able to understand, evaluate and solve problems by exercising good judgment and reasoning; and demonstrate the ability to read, analyze, interpret and understand written material.
- Successful applicants must demonstrate that they have excellent customer service skills, are able to communicate information clearly, effectively, and efficiently in person, on the telephone and in writing, and can troubleshoot case issues expressed during the calls or in person.
- This unit requires applicants who are reliable, have excellent time management skills and are able to handle sensitive situations with diplomacy and tact. Applicants must also demonstrate the ability to build strong working relationships with their managers, supervisors and coworkers.
- Proficiency in the use of Microsoft Office products including Office, Excel, Access, and PowerPoint is preferred. An understanding of basic mathematical computations is necessary and will be used on a daily basis.
- The CCTs will be continuously evaluated on their progress during the yearlong training period. Trainees must demonstrate that they have successfully completed all areas of instruction and have mastered the necessary knowledge and skills to advance to the Eligibility Services Worker target classification.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

Application Instructions:

If this opportunity interests you and you meet the qualifications noted above, please download a State of Connecticut Application for Examination or Employment (CT-HR-12) from the State of Connecticut's Department of Administrative Services' Website: www.das.state.ct.us/exam/default.asp#APPLICATION and **fax or mail a completed application with a copy of your degree(s) or official transcript and three (3) supervisory references to:**

**Gabriela Flores-Erazo, Human Resources Specialist
Attn: Gwen Carson
Department of Social Services
Human Resources Division
25 Sigourney Street
Hartford, CT 06106**

860-951-2979

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY WEDNESDAY, APRIL 2, 2014.

Late or incomplete applications will not be considered. Due to the large number of applications received, we are unable to field phone inquiries concerning receipt of applications.

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.