

**Department of Social Services
Job Opportunity**

**CONNECTICUT CAREERS TRAINEE
(HEALTH PROGRAM ASSISTANT 1)**

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

Posting Date: May 15, 2015

Closing Date: May 19, 2015

The Department of Social Services is currently accepting applications for one (1) Connecticut Careers Trainee position targeted to Health Program Assistant 1 within the Division of Health Services, Money Follows the Person Unit in the Central Office location, 55 Farmington Avenue, Hartford, CT 06105.

PREFERRED: Master Degree in Public Administration and/or English

Open To: The Public and State Employees

**Position: Connecticut Careers Trainee (FP-15)
Health Program Assistant 1 (FP-19)**

Position Number 111138

Bargaining Unit: P-1 New England Health Care (1199)

Hours: Monday through Friday 40 Hours/Week

**Salary Range: \$44,764.00 - \$60,576.00 Annually (CCT)
\$54,299.00 - \$72,440.00 Annually (HPA1)**

Location: 55 Farmington Avenue, Hartford, CT

Duties/Responsibilities: The Connecticut Careers Trainee class is accountable for mastering the skills necessary to satisfactorily complete a training program in order to be appointed to the classification of Health Program Assistant 1.

This position is responsible for assisting in the preparation of sections of the strategic rebalancing plan with focus on housing and workforce development; gathers fiscal, programmatic and other kinds of needed data from federal, state and other sources; compiles statistics and analyzes data; assists in review of contractors performing under grants; assists in preparation of program objectives and evaluation of program results; may serve in a task force or committee; may answer general information questions for the public and prepares information for distribution.

Connecticut Careers Trainee

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's or Master's degree.

TERM OF APPOINTMENT:

For candidates with a Bachelor's Degree:

**LENGTH OF TARGET CLASS
EXPERIENCE AND TRAINING**

Five (5) Years
Six (6) Years
Seven (7) Years

LENGTH OF TRAINING PERIOD

One (1) Year
Two (2) Years
Three (3) Years

Note: These positions may be filled by candidates from mandatory transfer, Reemployment and SEBAC lists which we are obligated to use.

APPLICATION PROCEDURE:

Candidates who meet the above requirements should forward a completed 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 website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please **mail duplicate copies** of your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter, copy of degree or transcript, and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) to:

**Maria L. Taylor, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105**

LATE APPLICATIONS WILL NOT BE ACCEPTED

Due to the large volume of applications received, we are unable to field phone inquiries

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE TUESDAY, MAY 19, 2015

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.