

State of Connecticut  
The Department of Social Services  
Job Opportunity

## Social Worker Supervisor

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

Posting Date: June 15, 2015

Closing Date: June 17, 2015

The Department of Social Services, Division of Social Work Services, is currently accepting applications for two (2) Social Worker Supervisor positions in the Stamford and Willimantic Regional Offices.

**Open To:** Candidates on current exam list or lateral transfer

**PLEASE NOTE:** Applications will be accepted only from candidates who have taken the current Social Worker Supervisor Examination Number 140670 and have received a passing score and from state employees who already have attained permanent status in the Social Worker job classification. **BILINGUAL APPLICANTS WITH A MASTER'S DEGREE IN SOCIAL WORK ARE PREFERRED.**

**Position:** Social Worker Supervisor

**Position Number:** #111600 Stamford Regional Office  
#33169 Willimantic Regional Office

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

**Salary Range:** \$71,365.00 - \$90,459.00 Annually (Salary Grade SH-26 Effective 7/1/14))  
\$73,506.00 – 93,173.00 Annually (Salary Grade SH-26 Effective 7/1/15)

**Hours of Work:** 8:00 am to 4:30 pm - Monday through Friday

**DUTIES/RESPONSIBILITIES:** The Social Worker Supervisor will supervise a team of Social Workers responsible for various vital programs such as Protective Services for the Elderly (PSE) and Conservator of Person (COPP). Responsibilities will be detailed consultation with staff, oversight and assurance of compliance with laws as it relates to the Social Worker activities.

**MINIMUM QUALIFICATIONS REQUIRED (Knowledge, Skills and Abilities):** 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.

**Bilingual applicants with a Master's Degree in Social Work are preferred.**

**Special Requirements:**

- 1) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.
- 2) Incumbents in this class may be required to speak a foreign language.
- 3) Incumbents in this class may be required to travel.

**Note:** The position may be filled by mandatory candidates from Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted only from candidates who have taken the current Social Worker Supervisor Examination Number 140670 and have received a passing score or from state employees who already have attained permanent status in the Social Worker Supervisor job classification.

**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](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

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

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

~PLEASE BE ADVISED THAT HAND-DELIVERED/FAXED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED~

\*LATE APPLICATIONS WILL NOT BE CONSIDERED\*

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

APPLICATIONS MUST BE POST-MARKED ON OR BEFORE WEDNESDAY, JUNE 17, 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.*