

State of Connecticut  
The Department of Social Services  
Job Opportunity

## Social Worker

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 positions in the New Haven and Willimantic Regional Offices.

Open To: The Public and State Employees

**PLEASE NOTE: Applications will be accepted only from candidates who have taken the current Social Worker Examination Number 052230 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

Position Number: #33209 New Haven Regional Office  
#34380 Willimantic Regional Office

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

Salary Range: \$64,847.00 - \$82,533.00 Annually (Salary Grade SH-24 as of 7/1/14)  
\$66,793.00 - \$85,009.00 Annually (Salary Grade SH-24 as of 7/1/15)

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

**DUTIES/RESPONSIBILITIES:** The Social Workers will provide case management services, primarily in the homes of clients, for the following programs: Protective Services for the Elderly, Acquired Brain Injury Waiver, Conservator of Person, and Community Based Services. The Social Worker will devise a plan of care that may include crisis intervention, arranging for and coordinating, emergency housing, community and in-home services, health care, and long-term care supports. Coordinates the application process for basic needs program such as Medical and SNAP.

**MINIMUM QUALIFICATIONS REQUIRED (Knowledge, Skills and Abilities):** Considerable knowledge of principles, techniques and methods of professional social work; considerable knowledge of various economic, emotional, medical, psychological and social factors influencing attitudes and behavior of individuals and families; knowledge of community resources available to individuals and families; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret and apply social work policies; considerable ability to prepare clear and concise reports and case histories.

**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 Examination Number 052230 and have received a passing score or from state employees who already have attained permanent status in the Social Worker job classification.

**APPLICATION PROCEDURE: 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.*