



Department of Social Services
Job Opportunity
Connecticut Careers Trainee – (Eligibility Services Worker)

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

The Department of Social Services is currently accepting applications for the job classification of Connecticut Careers Trainee, to target class of Eligibility Services Worker (CCT/ESW).

Open To: **The Public (must possess a Bachelor's Degree)**

Locations: Hartford Regional Office – 20 Meadow Road, Windsor, CT 06095
Manchester Regional Office - 699 East Middle Turnpike, Manchester, CT 06040
Torrington Regional Office – 62 Commercial Boulevard, Suite 1, Torrington, CT 06790
Norwich Regional Office - 401 West Thames Street, Unit 102, Norwich, CT 06360
Middletown Regional Office – 2081 South Main Street, Middletown, CT 06457
New Britain Regional Office - 30 Christian Lane, New Britain, CT 06051
Waterbury Regional Office - 249 Thomaston Avenue, Waterbury, CT 06702
New Haven Regional Office – 50 Humphrey Street, New Haven CT 06513
Bridgeport Regional Office - 925 Housatonic Avenue, Bridgeport, CT 06606
Danbury Regional Office - 342 Main Street, Danbury, CT 06810
Stamford Regional Office - 1642 Bedford Street, Stamford, CT 06905
Willimantic Regional Office – 676 Main Street, Willimantic, CT 06226

Job Posting No.: **00115271**

Hours: 8:30 a.m. – 5:00 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 \$44,270.00 Annually
Master's Degree: SH15 Step 2 \$45,872.00 Annually

Target Classification (after one (1) year served as CCT from date of hire):
Eligibility Services Worker (SH19): \$53,708.00 Annually

Closing Date: **November 2, 2016**

Eligibility Requirement:

Applicants must provide proof that they have a Bachelor's degree or above prior to appointment to these opportunities.

Knowledge, Skills and Abilities:

The CCTs will be continuously evaluated on their progress during the year-long 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 (ESW) target classification.

Knowledge of and ability to interpret and apply relevant agency policies and procedures; knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; knowledge of available community support and social services resources; knowledge of common individual and/or family financial practices and investments; interpersonal skills; oral and written communication skills; interviewing ability.

Examples of Duties: Interviews individuals to obtain necessary information; determines and grants services and public assistance; researches, verifies and evaluates statements given by clients and other factors to ensure compliance with program eligibility requirements; enters and modifies all relevant case eligibility information in the Eligibility Management System database; provides periodic cycle of eligibility redetermination services to ensure correct client benefits level; assists clients with application and receipt of various federal, state and municipal social services benefits; acts as liaison with local, state and federal agencies regarding determination and coordination of client eligibility and awards; provides information regarding state public assistance programs to clients, social service agencies, attorneys and the public; prepares detailed summaries and acts as agency representative in Fair Hearings process; performs related duties as required.

****PREFERENCE will be given to Spanish speaking candidates with a background in strong Customer Service, communication, and excellent computer skills****

Application Instructions:

Candidates who meet the above requirements should forward an electronic State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter, degree or transcript & a listing of (3) three supervisory references (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*). The CT-HR-12 Application Form may be obtained 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 e-mail only the following:

- 1) **Completed State of Connecticut Application for Examination or Employment (CT-HR-12),**
- 2) **Cover Letter,**
- 3) **Scanned Copy of Degree or Transcript, and**
- 4) **Three (3) supervisory references (name and contact information only)**
(*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*).

To:

**Department of Social Services
Human Resources Division**

HR.DSS@ct.gov

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

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

MUST BE RECEIVED ON OR BEFORE NOVEMBER 2, 2016 C.O.B.

~APPLICATIONS SENT VIA INTEROFFICE MAIL WILL NOT BE CONSIDERED~

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

#EACH APPLICATION MUST BE SIGNED#

ALL APPLICATION MATERIALS MUST BE RECEIVED TOGETHER

Due to the large volume of applications received, we are unable to respond to phone inquiries, e-mails, etc. regarding the status of your application.

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.