

State of Connecticut  
Department of Social Services  
Job Opportunity

**Eligibility Services Specialist – New Haven**

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

**Posting Date: June 25, 2014**

**Closing Date: June 27, 2014**

The Department of Social Services is currently accepting applications for the job classification of Eligibility Services Specialist. This position will be located in our New Haven Regional Office.

**Open To: State Employees**

**Eligibility Requirement:** Candidates must have taken and passed the **Eligibility Services Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Position: Eligibility Services Specialist**

**Position Number: NH33440**

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

**Salary Range: \$53,194 - \$66,423 (SH20)**

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

**Location: 50 Humphrey Street, New Haven, CT 06513**

**Program/Unit: Generalist Unit**

**DUTIES AND RESPONSIBILITIES:**

Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current and projected needs; provides technical and procedural support to staff; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials such as third party providers, social services agencies and attorneys regarding unit policies and procedures; makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with Eligibility Services Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit workflow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; facilitates the resolution of systems and data problems; provides eligibility services and/or vocational services to clients assigned to individual caseload; conducts in-depth interviews with applicants experiencing difficulty in meeting program eligibility requirements; evaluates clients' financial needs and stabilizes economic situation by providing necessary assistance and services; periodically reviews eligibility to ensure correct benefits level; may be responsible for agency components of client Independence Plans; conducts comprehensive social services assessment to identify potential barriers to employability; provides necessary eligibility, employment and supportive services to reduce barriers and promote self sufficiency; may provide client orientation to agency programs and support services; monitors client progress with employability plan and takes appropriate actions including conciliation and/or sanctioning; may make presentations within agency and/or community; performs related duties as required.

**Strongly Recommended:** Experience in processing of SNAP applications and related programs within program timelines. Strong proficiency in the utilization of business systems, e.g., EMS and CONNECT.

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

**APPLICATION PROCEDURE:** If you meet the requirements specified above, please complete and submit a 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](http://www.das.state.ct.us/exam/default.asp#APPLICATION). **State employees also must submit copies of their two most recent performance appraisals.** Please be sure to specify the job posting number on all application materials. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application documents if you have faxed them. Incomplete or late applications will not be considered, and due to the large number of applications received, we cannot confirm receipt of applications.

**Please mail or fax your completed CT-HR-12 and the additional requested documents to:**

**Gabriela S. Flores- Erazo, Human Resources Specialist  
Department of Social Services  
Human Resources Division  
50 Humphrey Street  
New Haven CT 06513  
Fax: (203) 789-6858**

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY FRIDAY JUNE 27, 2014**

**An Affirmative Action/Equal Opportunity Employer  
*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.***