

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: October 8, 2014**

**Closing Date: October 14, 2014**

The Department of Social Services, Division of Social Work Services, is currently accepting applications for three Social Worker positions.

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

**Position:** Social Worker

**Position Numbers:** 34186, 34340, 34105

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

**Salary Range:** \$64,847.00 - \$82,533.00 Annually (Salary Grade SH-24)

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

**Location:** To Be Determined

**DUTIES/RESPONSIBILITIES:** Performs a variety of highly skilled case work services; obtains medical, physical and social histories of clients in order to provide maximum services to individual(s); confers with clients, relatives, professional associates and other social welfare agencies regarding case problems; provides counseling services to an assigned caseload; provides services to aged and disabled clients in boarding or convalescent homes; conducts and interprets results of investigations, professionally evaluating their significance; seeks employment, housing, financial assistance and other services for an assigned caseload; independently prepares case histories, forms and reports; performs related duties as required.

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

**Substitution Allowed:** For state employees successful completion of the Social Worker Trainee program may be substituted for the General Experience.

**Special Requirements:**

- 1) Candidates cannot be appointed until all degree requirements are completed.
- 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:** 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:

Robin Stewart, Human Resources Associate  
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 APPLICATIONS WILL NOT BE ACCEPTED~**

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

**APPLICATIONS MUST BE POSTMARKED BY TUESDAY, OCTOBER 14, 2014**

**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.*