



**State of Connecticut  
The Department of Social Services  
Job Opportunities**

**Social Worker Trainee**

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

**Posting Date: August 6, 2014**

**Closing Date: August 13, 2014**

The Department of Social Services is currently accepting applications for three (3) Social Worker Trainee positions, within the Division of Social Work Services. The positions are located in our Manchester and Waterbury Regional Offices.

**Open To:** Public/State Employees

**Position:** Social Worker Trainee (SH-18)

**Position Numbers:** 33179, 33527, 34398

**Hours:** Monday through Friday – 40 Hours Per Week

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

**Salary Range:** \$49,697.00 - \$62,513.00 Annually

**Locations:** 699 East Middle Turnpike, Manchester, CT 06040  
249 Thomaston Avenue, Waterbury, CT 06702

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

**DUTIES/RESPONSIBILITIES:** Receives training in agency social work procedures, personnel policies, program guidelines and legal reporting requirements; receives training in and is given progressively complex assignments involving utilization of interviewing techniques required to assess client needs, elicit information and establish community referral sources; provides basic counseling services to a limited number of clients enrolled in departmental programs, inmates or patients in residence or families of clients receiving services; prepares initial treatment plans, psychosocial evaluation, case histories and other case records as components of a small assigned caseload; refers clients, patients and family members for community or social services, medical or psychological services or housing, financial and employment assistance; motivates clients to increase ability to understand and cope with problems, frustration and anxiety; performs a greater number of specific and complex social work duties and maintains a larger caseload as skills are acquired during training program; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED (KSA):** Knowledge of reciprocal relationship between individuals and their social, economic and cultural environment; basic knowledge of human social behavior; considerable interpersonal skills; oral and written communication skills; ability to relate to different cultural and economic backgrounds; ability to organize time, set priorities and manage workload.

**EXPERIENCE AND TRAINING**

**General Experience**

A Bachelor's or Master's degree in social work or a closely related field OR a Bachelor's degree and one (1) year of professional experience in self-directed use of case management techniques and counseling to sustain or restore client functioning.

**NOTES**

1. Closely related fields are applied sociology, child development, child welfare, clinical psychology, counseling, human development and family studies, human service, marriage and family therapy, nursing, social and/or human services, education and criminal justice.

**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.

**PROMOTION:**

The training period shall be two years. Upon successful completion the incumbent shall be promoted to the target class of Social Worker.

**SCHEDULE OF SALARIES**

1. First Year of Training - SH 18 Step 1
2. Second Year of Training - SH 18 Step 4

**Note: This position may be filled by mandatory candidates from Re-employment and SEBAC Lists, which we are obligated to use.**

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination of 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 Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references letters to:

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

**APPLICATIONS MUST BE POSTMARKED BY WEDNESDAY, AUGUST 13, 2014**

**NOTE:** Incomplete or late applications will not be considered. Please note that due to the large volume of applications received, we are unable to field phone inquiries.

**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.*