

State of Connecticut
The Department of Social Services
Job Opportunity

Social Services Trainee

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

Posting Date: September 30, 2014

Closing Date: October 7, 2014

The Department of Social Services, Division of Integrated Services, Adult Services Division is currently accepting applications for one (1) Social Services Trainee position targeted to Social Services Program Assistant Technician 1, located in our Central Office.

Open To: The Public and State Employees

Position: Social Services Trainee (Salary Grade SH-14)
Target Class: Social Services Assistant Technician 1 (Salary Grade SH-17)

Position Number: 33857

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

Salary Range: \$41,014.00 - \$52,322.00 Annual (Salary Grade SH-14)
\$47,311.00 - \$59,762.00 Annual (Salary Grade SH-17)

Hours of Work: 8:00 am to 4:30 pm - Monday through Friday – 40 Hours per Week

Location: 55 Farmington Avenue, Hartford, CT

DUTIES/RESPONSIBILITIES: Receives intensive training in application of departmental programs, policies, guidelines and regulations; receives training in methods of effective interviewing, data collection and analysis and/or other required skills; explains programs and requirements to individuals and groups; assists individuals in completion of necessary departmental forms; this training class will provide the necessary knowledge and skills needed in order to provide oversight, monitoring and technical assistance to the community action agency network contracted by DSS to deliver services.

MINIMUM QUALIFICATIONS REQUIRED (Knowledge, Skills and Abilities): Basic knowledge of services provided by public sector social services agencies; interpersonal skills; oral and written communication skills; ability to follow oral and written instructions; mathematical ability.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience providing social services to individuals or families in need or performing basic technical or complex clerical duties which would lead to the acquisition of the knowledge, skills and abilities outlined above.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

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PROMOTION:

1. Incumbents in this class will be eligible for promotion to the target class without further competitive examination after successful completion of the two (2) year training program.
2. Incumbents in this class who meet the minimum qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

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.

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. 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 – 5th Floor
Hartford, CT 06105**

Due to the large volume of applications received, we are unable to confirm receipt of applications.

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 7, 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.