



EXAMINATION OPEN TO THE PUBLIC

**SOCIAL WORKER SUPERVISOR  
(DEPARTMENT OF SOCIAL SERVICES)**

ANNUAL \$69,286  
SALARY: \$87,824

SALARY  
GROUP: SH 26

APPLICATION CLOSING  
DATE: MAY 16, 2014

EXAM  
NO: 1406700CPD

THIS LIST WILL BE USED TO FILL VACANCIES IN THE DEPARTMENT OF SOCIAL SERVICES ONLY.

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Social Services this class is accountable for supervising social work staff in the provision of direct social case work services to clients.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MAY 16, 2014**.

**GENERAL EXPERIENCE:** Possession of a Master's degree in social work or a closely related field and two years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning OR a Bachelor's degree in social work or a closely related field and three years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning OR a Bachelor's degree and four years of experience in the 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.
2. Qualifying experience at this level must include the use of professional interviewing techniques, provision of skilled counseling to an assigned client caseload, assessment of basic client needs (nutritional, environmental, financial, medical, protective service) through continuing personal observation during home visits and intervention and evaluation. Qualifying experience must be at the full working level above the level of Social Worker Trainee.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License. (2) Incumbents in this class may be required to travel. (3) Incumbents in this class may be required to speak a foreign language.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge and understanding of case work principles, methods and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; knowledge of community resources (e.g. facilities serving social, mental health, medical, educational and legal needs, etc.) and services provided; knowledge of legal basis for departmental programs and requirements; considerable interpersonal skills; considerable oral and written communication skills; ability to interpret complex written material; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
  - (2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Social Worker Supervisor include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Social Worker Supervisor cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in the provision of direct social casework services to clients. Indicate the nature of the client population with which you worked. Describe your experience in the areas of case management; assessment of individual/family situations; maintenance and analysis of financial, environmental, medical, physical, social and psychological record; risk assessment; and counseling. Detail any protective service experience including conducting investigations of client abuse and neglect and follow up through personal observations during home visits. (2) Experience accessing appropriate community resources to provide needed services. Detail your experience consulting with service providers to develop and implement treatment plans or other interventions. Be specific in describing the methods you have used to connect clients with services. Include the types of services and the reasons for contact. (3) Experience supervising or leading a staff or team. Be specific about the size and purpose of the staff, team or work group and your role in it. Indicate the job titles and number of staff for which you had responsibility and your specific lead or supervisory responsibilities. (4) Experience preparing reports and related documentation (treatment plans, service agreements, referral summaries, client histories); editing documents prepared by others. Include the nature and purpose of these written materials, and for whom they were prepared. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by May 16, 2014.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by July 7, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

**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, persons with disabilities and military veterans.