



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



Department of Children and Families  
**JOB OPPORTUNITY**  
**SOCIAL WORKER (May underfill as Social Worker Trainee)**  
**WILLIMANTIC AREA OFFICE**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Candidates on a current examination list or lateral transfer.

**Location:** 322 Main Street, Willimantic, CT 06226

**Job Posting No:** SB113972WL

**Hours:** 1<sup>st</sup> Shift: Monday-Friday (40 hours)

**Salary:** Social worker \$66,793 (annually), Social Worker Trainee \$56,386,

**Closing Date:** 12/10/2016

**The Department of Children and Families has a vacancy for a full-time (40 hours weekly) Social Worker in the Willimantic Area Office. May underfill as a Social Worker Trainee.**

**Eligibility Requirement:** Candidates must have applied for and passed the SOCIAL WORKER 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 for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**PURPOSE OF CLASS:**

In a state agency or institution this class is accountable for the provision of intensive supportive social case work services to an assigned caseload of individuals and families.

**SUPERVISION RECEIVED:**

Works under the general supervision of a Social Work Supervisor or other employee of higher grade.

**SUPERVISION EXERCISED:**

May lead professional and clerical staff as assigned.

**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.

**General Experience:** A Master's degree in social work or a closely related field OR a Bachelor's degree in social work or a closely related field and two (2) 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 three (3) years of experience in the self-directed use of case management techniques and counseling to sustain or restore client functioning. **Preference will be given to candidates with: (1) a Bachelor's or Master's degree in Social Work and/or (2) candidates who are Spanish speaking applicants and individuals who are fluent in other foreign languages.**

**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. DEPARTMENT OF CHILDREN AND FAMILIES: A degree in a closely related field is required.

3. Qualifying experience at this level includes the use of professional interviewing techniques, provision of skilled counseling to an assigned client caseload and assessment of basic client needs (nutritional, environmental, financial, medical, protective service) through continuing personal observation during home visits.

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

**Special Requirement:**

1. Candidates cannot be appointed until all degree requirements are completed.
2. DEPARTMENT OF CHILDREN AND FAMILIES: Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's License.
3. OTHER AGENCIES: Incumbents may be required to possess and retain a valid Motor Vehicle Operator's License.
4. Incumbents in this class may be required to travel.
5. Incumbents in this class may be required to speak a foreign language.
6. COMMISSION ON THE DEAF AND HEARING IMPAIRED: Incumbents in this class must be able to communicate fluently in American Sign Language.

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

**Application Instructions:** Interested candidates must submit a complete State application ([CT-HR-12](#)), resume, letter of intent, and three letters of reference from current or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references. Please reference posting number **SB113972WL** on all correspondence. Applications packets may be sent by email to [sofia.bonilla@ct.gov](mailto:sofia.bonilla@ct.gov) or faxed to **1-860-920-3011** no later than **Saturday, December 10, 2016**.

**DEPARTMENT OF CHILDREN AND FAMILIES**  
**Human Resources**  
**ATTN: Sofia Bonilla**  
**Email: [sofia.bonilla@ct.gov](mailto:sofia.bonilla@ct.gov)**  
**FAX # 1-860-920-3011**

**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.