

**DEPARTMENT OF CHILDREN AND FAMILIES**  
**JOB OPPORTUNITY**  
**Social Work Case Aide**  
**Part-Time 22 hours**

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

**Open To:** Public

**Location:** Torrington Area Office - 62 Commercial Boulevard, Torrington, CT 06790

**Job Posting No:** TG108245DL

**Hours:** 22 Hours Per Week (**Wednesday & Friday 1:30pm - 7:30pm**  
**Thursday 1:00pm - 7:00pm**  
**Saturday 9:00am - 1:00pm**)

**Salary:** \$20.96 - \$26.57 per hour

**Closing Date:** May 13, 2014 COB

**Examples of Duty:**

Transports children and/or clients to and from supervised visits, medical and other service appointments and court appointments; supervises family visitation sessions in office and/or home settings; observes interaction of parent(s) and child during visits and takes notes regarding interaction of family for review by Social Worker and inclusion into case file; prepares reports regarding client contacts; accompanies Social Worker on emergency and other field visits especially in cases where an interpreter is needed; supervises children in regional office during emergency procedures; obtains medical, social and other records to assist professional staff in developing family history; makes collateral contacts to community agencies such as schools, doctors, police and social service agencies to obtain necessary information; picks up and delivers cars for servicing; assists clients in completing forms relating to assistance or service requests; may perform clerical activity such as typing narratives, filing and obtaining case files and copying and arranging various documents, referral information and other written material; may shop for clients for food, clothing and household items; may act as an interpreter for staff in cases involving non-English speaking clients or individuals; may testify in court regarding information directly observed in client contacts; performs related duties as required.

**Minimum Qualifications Required Knowledge, Skill and Ability:** Knowledge of agency programs, policies and procedures; knowledge of human behavior and family dynamics; interpersonal skills; oral and written communication skills; ability to prepare clear and concise reports of client contacts; ability to observe, record and report significant aspects of client contacts.

**General Experience:** Two (2) years of experience providing social and/or human services to children, youth or families or performing basic technical or complex clerical duties in social or human services.

**Substitution Allowed:** College training in a closely related field such as social and human services or behavioral sciences may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years for an Associate's or Bachelor's degree.

**SPECIAL REQUIREMENTS:**

1. DEPARTMENT OF CHILDREN AND FAMILIES: Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's License.
2. Incumbents in this class are required to travel.
3. Incumbents in this class may be required to speak a foreign language.

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

**Application Instructions:** Please submit a letter of intent, resume, and State Application for Employment (CT-HR-12), to Jenny Nguyen at the address indicated, referencing position #TG108245DL. Current State employees must also include last two performance appraisals. All other applicants please include three professional employment reference letters from current and/or previous supervisors.

**DEPARTMENT OF CHILDREN AND FAMILIES**  
**Jenny Nguyen - HUMAN RESOURCES**  
**131 West Street**  
**Danbury, CT 06810**  
**FAX: 203-207-5235**

**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.