

Department of Children and Families
JOB OPPORTUNITY
Social Work Case Aide
New Haven Area Office

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

Open To: The Public
Location: New Haven Area Office
Job Posting No: DK45609NHN
Hours: 8:00 am - 5:00 pm M-F
Salary: \$42,489.00 - \$53,858.00 annually
Closing Date: 8/17/12

Knowledge, Skills and Abilities: 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 equaling one-half (1/2) year of experience to a maximum of two (2) years for an Associate's or Bachelor's degree.

Special Requirement:

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.

Working Conditions: Incumbents in this class may be exposed to some risk of injury from assaultive and/or abusive clients.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a State Application (CT-HR-12), cover letter, resume, and (3) letters of professional reference to the address below. Applications may also be faxed to (203) 786-2542.

Department of Children and Families
New Haven Area Office
1 Long Wharf Drive
New Haven, CT 06516
Attn: Lisa Womble

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.