

JOB OPPORTUNITY
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)

Behavioral Health Program Manager – WC84701

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

Open To: Candidates on a current examination list for Behavioral Health Program Manager

Location: Contracts/Compliance/Education & Training / WCMHN Administrative Office

Job Posting No: WC84701

Hours: Monday-Friday – 8:00 a.m. to 4:30 p.m. – 40 Hours/Week

Salary Range: \$80,261 - \$109,428

Posting Date: July 24, 2014 **Closing Date:** August 1, 2014

Eligibility Requirement: Candidates must have applied for and passed the Behavioral Health Program Manager 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.**

Special Requirements: Must possess and retain a current/valid Motor Vehicle Operator's License. Will be required to travel.

DUTIES: Must have considerable ability to establish and manage multiple priorities; considerable ability to collaborate within the agency, WCMHN, DMHAS, contracted agencies and within the local communities; considerable knowledge of mental health policies and systems; ability to plan for the collection, analysis and integration of data; ability to interpret standards, contracts and regulations, considerable analytic skills; provides reports upon request to the Chief Executive Officer on matters related to contractual performance; considerable interpersonal and leadership skills, oral and written communication skills. Conducts all financial and grant monitoring activity for all DMHAS funded, Region 5 PNP's (Private-Non-Profits); writes all preauthorization documents for funding changes related to the PNP's; performs CAC evaluations of PNP's in concert with the Regional Mental Health Board; gives technical assistance to PNP's in Region 5 to help meet contract specifications; assists in formulating policy and procedures relating to general administration of a managed service system. Provides administrative oversight and monitoring of organizational compliance, including HIPPA/breach reporting requirements to the Office of the Commissioner; assists in the billing audit process for the organization; organizes all activities (both WCMHN operated and PNP) related to the Moment in Time Study; attends all meetings related to compliance at the department level and communicates this information to the executive team. Participates in providing new employee orientation on matters related to compliance and code of conduct; organizes student internship possibilities in concert with specific site placements; serves as the lead administrator for the Learning Management System (LMS) for the agency; attends Education and Training meetings for the network. This position performs several critical functions for the organization, such as serving as the agency's compliance officer, manages and oversees all grant contract related activity for Region 5, and serves in the Education and Training role for the organization (internships, Physician Assistant student rotation) as well as overseeing organizational compliance for required trainings.

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 cover letter, a resume, and the State of Connecticut Application for Examination or Employment (CT-HR-12). State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas - Employment Opportunities.

PLEASE SEND APPLICATIONS TO:

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6432

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. (MP)