

**JOB OPPORTUNITY**

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)  
BEHAVIORAL HEALTH CLINICAL MANAGER – Position Number: WC102411**

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

**Open To:** State Employees and the Public

**Location:** Western Connecticut Mental Health Network

**Program/Unit:** Administration/Operations / Waterbury Area

**Shift/Schedule/Hours:** 1st Shift - Monday-Friday – 8:00 a.m.-4:30 p.m. - 40 Hours/Week

**Posting Date:** August 17, 2012

**Closing Date:** August 30, 2012

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply. Candidates who possess the general experience and special experience and requirements may apply.

**Duties may include but not limited to:** Responsible for directing and monitoring the clinical operations and safety and health functions of the Western Connecticut Mental Health Network's Waterbury, Torrington, and Danbury area sites. Manages the staff and operations of a clinical program, discipline or specialized area; coordinates, plans and manages program activities; formulates program goals and objectives; develops or assists in the development and implementation of related policy; interprets and administers pertinent laws; monitors and evaluates staff; prepares or assists in preparation of program budget; maintains contacts with individuals both within and outside of program who might impact on program activities; ensures program compliance with standards established by outside monitoring agencies; participates in grant and contract preparation and administration; manages the recruitment, selection and retention of program staff; ensures compliance with quality assurance findings and recommendations; promotes cultural diversity in the workplace and ensures client rights; identifies and plans training and development needs; analyzes problems at program level and takes appropriate action; initiates workforce planning and monitors staff utilization to meet identified goals; prepares or oversees preparation of reports; investigates and responds to critical incidents; may represent program in grievances and hearings; may perform clinical duties; performs related duties as required.

**General Experience:** Four (4) years of professional experience in Behavioral Health Care and a Master Degree in a clinical discipline, Public Health Administration, Health Care Administration, or Hospital Administration.

**Special Experience:** Two (2) years of the General Experience must have been supervising professional staff. For State employees, this is at the level of Behavioral Health Unit Supervisor, Nurse Supervisor, or Supervising Clinician.

**Special Requirement:** Incumbents in this class must maintain the appropriate current license for clinical social work, marital and family therapist, professional counselor, registered nurse, or clinical psychologist. Must possess and maintain a current/valid motor vehicle operator's license.

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

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (ex. Clinical Social Worker applying to a Clinical Social Worker posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

**Angela M. Baker, Human Resources Associate – 203-805-6411**

**1) Email : Angela.Baker@ct.gov**

**OR**

**2) Fax: (203) 805-6432**

**OR**

**3) Postal Mail: Western Connecticut Mental Health Network  
55 West Main St., Suite 410, Waterbury, CT 06702-5501**

The DMHAS Lateral Transfer Request Form, 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/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

