



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CHILDREN AND FAMILIES

**PROGRAM MANAGER- SOCIAL WORK
(CHILDREN'S PROTECTIVE SERVICES)**

(FORMER JOB TITLE PROGRAM SUPERVISOR – SOCIAL WORK (CHILDREN'S PROTECTIVE SERVICES))

**ANNUAL \$72,741
SALARY: \$93,304**

**SALARY
GROUP: MP 62**

**APPLICATION CLOSING
DATE: SEE BELOW**

**EXAM
NO: 991230ACPD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.
(REISSUED WITH DATES FOR 2012)

PURPOSE OF CLASS: In the Department of Children and Families this class is accountable for managing Children's protective services programs.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE DEPARTMENT OF CHILDREN AND FAMILIES WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE DEPARTMENT OF CHILDREN AND FAMILIES AND THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:*

GENERAL EXPERIENCE: Eight years' professional experience in child welfare, child protective services, foster services or adoption.

SPECIAL EXPERIENCE: One year of the General Experience must have been in children's welfare/protective services at the level of Social Work Supervisor.

SUBSTITUTION ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in social work or a closely related field may be substituted for one additional year of the General Experience. (Closely related fields are: child welfare, applied sociology, social and/or human services, clinical psychology, child development, criminal justice, counseling, human development and family relations, human service, marriage and family therapy.)

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge and understanding of case work principles, methods, and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; considerable knowledge of community resources and available services; knowledge of legal basis for departmental programs and requirements; knowledge of child development; knowledge of mental health and behavioral challenges facing children and youth; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

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|--------------------------------|----------------------|
| <u>PART</u> | <u>WEIGHT</u> |
| EXPERIENCE AND TRAINING | 100% |

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)**
- (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Program Manager – Social Work (Children's Protective Services), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Program Manager – Social Work (Children's Protective Services) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in child welfare case management including assessment of risk, family situations, medical, physical, social and psychological histories; investigation of child abuse and neglect; counseling families and children; recruiting, evaluating and selecting foster homes and/or adoptive homes for the placement of children. (2) Experience accessing community services/resources including consulting with service providers (therapists, doctors, school personnel etc.) to develop and implement treatment plans or other interventions. (3) Experience supervising or leading a staff or team and experience providing staff training. (4) Experience preparing reports and related documentation (treatment plans, service agreements, referral summaries), preparing juvenile court documents, editing documents prepared by others, and experience using a personal computer. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your supplemental examination materials are complete and separate documents not referencing the other, as your application form and examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application/examination and the fax transmittal receipt for your records. Make certain that your application form and examination materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **A separate application/examination package must be submitted for each examination you are applying for.** (8) **Application/examination package must be date stamped by DAS/Human Resources or postmarked by MAY 28, 2012 for the JULY 18, 2012 grading date and by NOVEMBER 2, 2012 for the DECEMBER 20, 2012 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Children and Families.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

(revised May 11, 2012)

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.