

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

**CHILDREN SERVICES UNIT SUPERVISOR
Full-Time (40 hours weekly)**

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

Open To: The Public
Location: Albert J. Solnit Children's Psychiatric Center - North Campus
Hours: 2nd Shift
Salary: \$67,082 - \$90,563 yearly
Closing Date: November 16, 2011
Posting Number: ESCSUSN2FT

Eligibility Requirement:

Candidates must have applied for and passed the CHILDREN SERVICES UNIT SUPERVISOR 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.

Examples of Duties:

The Department of Children and Families currently has a vacancy for a Children Services Unit Supervisor at the Albert J. Solnit Children's Psychiatric Center North Campus in East Windsor, CT (formerly Connecticut Children's Place). This is a full time (80 hours biweekly), 2nd shift position in the Operational Staffing Office. Schedule will be: week one - Friday and Tuesday off; Week 2- Saturday and Sunday off. This position will supervise assigned unit(s) of residential living or program activity. Please click on the class code for a detailed description of this position.

Experience and Training:

General Experience: Two (2) years of experience as a Lead Children Services Worker or Children Services Specialist.
Substitution allowed: Three (3) years of experience at a supervisory/lead level in the treatment and care of residents in an institution or facility for emotionally disturbed or delinquent children may be substituted for the General Experience.
Special Requirements: (1) Incumbents in this class may be required to be bilingual or fluent in American Sign Language. (2) Incumbents in this class may be required to travel.

Note: The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations.

Application Instructions: Current State employees having permanent status in this classification must submit an 1199 Transfer Request Form. All others must submit a CT-HR-12 (employment application), resume, letter of intent, and three (3) letters of professional reference; current state employees must submit their two most recent performance appraisals in lieu of references. Include the specified posting number on all application materials. Please mail all application materials to the address indicated.

**DEPARTMENT OF CHILDREN AND FAMILIES
36 Gardner Street
Bernice Morgan - Human Resources
East Windsor, CT 06088
Fax: 860-292-4044**

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.