

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

PROGRAM MANAGER - CHILD PROTECTIVE SERVICES
Full time (Monday through Friday)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list.

Location: Danbury Area Office - 131 West Street, Danbury, CT 06810

Job Posting No: DL95734DNB

Hours: 40 Hours Per Week

Salary: \$72,741 - \$93,304 (Annually)

Closing Date: March 5, 2012

Eligibility Requirement: Candidates must have applied for and passed the Program Manager - Child Protective Services 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. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Duties may include but not limited to: DEPARTMENT OF CHILDREN AND FAMILIES - CHILDREN'S PROTECTIVE SERVICES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans office work; establishes and maintains office procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with staff on difficult cases; provides information to community regarding available services and coordination of resources; oversees maintenance of records; may interact in community vs. institutionalization; performs related duties as required.

Minimum Qualifications Required Knowledge, Skill and Ability: 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.

General Experience:

CHILDREN'S PROTECTIVE SERVICES: Eight (8) years of professional experience in the field of child welfare, children's protective services, foster services or adoption

Special Requirements:

CHILDREN'S PROTECTIVE SERVICES: One (1) year of the General Experience must have been in children's welfare/protective services at the level of Social Work Supervisor.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

CHILDREN'S PROTECTIVE SERVICES: A Master's degree in social work or a closely related field may be substituted for one (1) additional year of the General Experience.

Note: 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.

Application Instructions: Please submit a letter of intent, resume, and State Application for Employment (CT-HR-12), to Jenny Nguyen at the address indicated, referencing position #DL95734DNB. Current State employees must also include last two performance appraisals. All other applicants please include three professional employment reference letters from current and/or previous supervisors. **Please note: If you previously applied for this position with a closing date of February 15, 2012 on DCF website, your application will be considered and you need not apply again.**

DEPARTMENT OF CHILDREN AND FAMILIES
Jenny Nguyen - HUMAN RESOURCES
131 West Street
Danbury, CT 06810
FAX: 203-207-5235

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.