

Department of Children and Families
JOB OPPORTUNITY
Children Services Unit Supervisor
Full-time (80 hours bi-weekly)

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

Open To: The Public

Location: Albert J. Solnit Children's Center - North Campus

Job Posting No: VB44203N

Hours: 2nd shift (2:45 pm - 11:10 pm) Week 1: Saturday & Sunday off & Week 2: Friday & Monday off

Salary: \$69,095.00 - \$93,280.00

Closing Date: 12/19/13

Example 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 Center - North Campus in East Windsor, CT. Qualified applicants must either have permanent status in this classification or be on the current DAS exam list for Children Services Unit Supervisor at the time of application. This position is located in the supervisor's office and duties include but are not limited to ensuring the operational needs of the facility are met, conducting school rounds, ensures proper implementation of the milieu CARE program, adherence to the cottage milieu schedules, manages crisis, oversees residential schedules, ensures sufficient staff ratios, process requests for time off and other duties pertaining to the functioning of the operations office.

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. DCF 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.

Knowledge, Skills and Abilities: Considerable knowledge of physiological and perceptual disorders; considerable knowledge of various behavior modification systems; knowledge of purpose and structure of institution including its major sections, goals of treatment programs and relationship to procedures; knowledge of security and fire safety procedures; knowledge of disciplinary techniques and guidelines for use; knowledge of laws relating to children's rights including abuse and neglect; knowledge of first aid including medications and possible reactions; considerable interpersonal skills, ability to identify problems in group living situations arising from character disorders; ability to mediate problems between staff members and clients; ability to set priorities, organize activities and coordinate programs; ability to evaluate information and determine appropriate course of action; ability to evaluate client progress in therapy program; supervisory ability.

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.

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

Application Instructions: Current DCF employees having permanent status in this classification must submit an 1199 Lateral Transfer Request form. All others must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered.

Albert J. Solnit Children's Center - South Campus
Attn: Jasmyn Raymond - Human Resources
915 River Road
Middletown, CT 06457
Fax: 860-707-1962

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.