

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY  
CHILDREN AND FAMILIES PROGRAM MANAGER  
Central Office, Hartford

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

**Open To:** CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER

**Location:** Hartford

**Job Posting No:** BM109042CO

**Hours:** 1<sup>st</sup> Shift

**Salary:** \$77,172.00 - \$105, 224.00

**Closing Date:** 09/26/14

**Eligibility Requirement:** The Clinical and Community Consultation and Support Division is seeking a Program Manager to work in Central Office. This position will report directly to the Director of Substance Use & Intimate Partner Violence and will assume responsibility for program development, oversight and management of critical community based programs to support children, youth and families.

*Position requires travelling throughout the state as needed and will include duties such as:*

- support the delivery of high quality accountable services related to families impacted by substance use disorders
- ability to partner with regional systems, statewide systems, provider network
- knowledge, experience and/or interest in the addiction recovery field best practices, subject matter expertise on addiction recovery and related issues including; trauma, co-occurring mental health, and cultural competence.
- contract management, including ability to write proposals, manage budgets
- quality assurance & improvement monitoring-ensuring model fidelity, understanding of evidence and best practice models
- ability to support and oversee implementation of services
- ability to use data systems and interpret data for service and system improvement, developing performance measures
- coordinate a statewide service/provider system (conduct site visits, manage training needs, process improvement activity, conduct statewide meetings)

design and implement annual training plan for Substance Abuse specialists

Candidates must have applied for and passed the PROGRAM MANAGER 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.**

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant agency policies, practices and procedures; considerable knowledge and understanding of casework principles, methods and techniques; considerable interpersonal skills; considerable oral and written communications skills, supervisory ability.

**General Experience:** Eight (8) years of professional experience in the field of social and human services.

**Special Experience:** One (1) year of the General Experience must have been in planning, development, implementation or supervision of administrative or program services in child welfare, children's mental health or juvenile justice at the level of Children Services Consultant or 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. A Master's degree or other advanced degree in behavioral science, public administration, social work or a closely related field may be substituted for one (1) additional year of 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:** Interested and qualified candidates who meet the above requirements should submit a cover letter of no more than two pages, to include the work experiences that have prepared you to take on the responsibility of a Program Manager in general, and/or specifically in the Office of *Substance Use and Intimate Partner Violence*. In addition, please submit a resume, a complete DCF application (CT-HR-12,) and your last two performance evaluations or

PARS. Please reference posting BM109042CO in all correspondence. Applications may be faxed to (860) 707-1952 to the attention of Lena Romanelli.

**DEPARTMENT of CHILDREN and FAMILIES**  
**505 Hudson Street**  
**Hartford, CT, 06106**  
**860-550-6433**

**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.