

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
CHILDREN SERVICES CONSULTANT (PART TIME 34-HR)**

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

Open To: Candidates on examination list by time of appointment or Lateral Transfers
Location: Central Office (Office for Research & Evaluation) - Hartford, CT
Hours: Part-time (34 Hours)
Salary: \$32.58 - \$41.38 hourly
Closing Date: October 7, 2014

The Department of Children and Families (DCF) is seeking a highly motivated data oriented Children Services Consultant to join the Office for Research and Evaluation Risk Management team. The successful candidate will be involved in all risk management activities that includes but not limited to data collection, analysis and reporting on significant events, critical incidents, emergency safety interventions, medication errors, CPS reports and other occurrences affecting the safety and well-being of children; case reviews in such areas as child fatalities; and other continuous quality improvement projects. Responsibilities include but are not limited to the following duties:

- Developing and distributing standardized and ad hoc reports such as special reports for the Commissioner's Office and other internal and external stakeholders, e.g., other state agencies as required by CT state statute and federal guidelines.
- Providing consultation and technical assistance to other department units and service providers including training and staff development on Risk Management reporting requirements to service providers across the state.
- Must have advanced written skills, including technical report writing, and advanced verbal communication skills to present complex data and technical information understandably and clearly during meetings and other forums.
- Conducting quality assurance and continuous quality improvement activities (e.g., conducting root cause analysis and writing formal reports), case reviews, program evaluations, and other research activities involving risk management topic areas such as child fatalities and prevention strategies to avoid risks and hazards to children adolescents and adults
- Functioning as a liaison to and collaborating with other DCF Units and external agencies including as a member of stakeholder committees.
- Developing and implementing instruments and other tools for evaluating and interpreting risk management and other data and conducting case reviews and other evaluations.
- Identifying trends, areas of strength and potential risks for children, families, service programs and the department through ongoing formal risk management data analyses.
- Ensuring quality and integrity of data and entering into Risk Management databases and following up with providers.

General Experience: Eight (8) years of experience in work having as its primary responsibility the autonomous and self directed use of case management techniques and therapeutic counseling to sustain or restore client functioning.

Note: Qualifying experience at this level shall include use of professional interviewing techniques; provision of skilled therapeutic counseling to an assigned client caseload; assessment of basic client needs (nutritional, environmental, financial, medical, protective service, etc.) through continuing personal observation during home visits and intervention; evaluation of social work interns.

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

Application Instructions: Interested applicants must submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of professional references from current and/or previous Supervisors to Lena Romanelli at the address OR Fax # indicated below and reference position # LR43193CSC. State employees must submit two most recent performance appraisals in lieu of references to:

**DEPARTMENT OF CHILDREN AND FAMILIES
ATTN: Lena Romanelli
HUMAN RESOURCES, 8TH FLOOR
505 HUDSON STREET
HARTFORD, CT 06106
FAX: 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.