

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

PROGRAM DIRECTOR - SOCIAL WORK (ADMINISTRATIVE SUPPORT/PROGRAM SERVICES)

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

Open To: **Candidates on a Current Exam Certification List OR Lateral Transfer**

Location: Hartford, CT

Job Posting No: LR45818PD

Hours: 40

Salary: \$ 90,282.00-\$123,104.00 Annually

Closing Date: October 3, 2014

The Office of Administrative Case Review (OACR) within the Department of Children and Families (DCF) is seeking a Program Director (PD) to work at Central Office. While the ACR PD will be a Central Office employee, he/she will be expected to have a regular presence in all of the DCF Area Offices (AOs).

This position will report directly to the Chief of Quality and Planning. This position will be the functional head of the OACR leadership team. The ACR Program Director will have overall responsibility for leading, guiding, directing, overseeing and supporting the OACR. This position will be expected to set the philosophical, cultural and environmental tone and direction for this office. The PD will supervise and coach 6 ACR Program Manager (PM) positions. This will include, but is not necessarily limited to, performance management and feedback, expectation and goal setting, and professional development. The OACR PD will also be expected to ensure the creation, communication and implementation of an annual OACR Quality Improvement Plan and a OACR Training Plan.

Next, this position will need to partner with the DCF Office of Research and Evaluation, the DCF AOs and the Court Monitor's Office to support a variety of activities pertaining to ensuring the quality, integrity and inter-rater reliability of the ACR process. Finally, the OACR PD will have a key role in developing and implementing the Department's Federal Child and Family Service Review (CFSR).

Eligibility Requirement: Candidates must have passed the **Program Director - Social Work (Administrative Support/Program Services)** examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of **Program Director - Social Work (Administrative Support/Program Services)**, or have attained permanent status in the class since their most recent hire date. 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; knowledge of quality improvement and quality assurance principles as they pertain to case review requirements; considerable knowledge of the utilization of reports and analyses of such; 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 management of administrative or program services in child welfare, children's mental health or juvenile justice at the level of Program Manager. **Preference will be given to candidates who demonstrate working knowledge of and experience with data, data analytics, and quality assurance and continuous quality improvement practices within the child welfare field.**

Substitutions 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, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting # LR45818PD.

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

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.