

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
JOB OPPORTUNITY

BEHAVIORAL HEALTH PROGRAM MANAGER OC23618
Housing and Homeless Services Unit

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

Open To: Candidates currently on the exam list for Behavioral Health Program Manager.
Location: Office of the Commissioner, 410 Capitol Avenue, Hartford, CT 06134
Job Posting No: OC23618
Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday, (full time, 40 hours per week)
Salary: \$ 80,261.00- \$109,428.00
Posting Date: September 4, 2015 **Closing Date:** September 17, 2015

Eligibility Requirement:

Candidates must have applied for and passed the **Behavioral Health 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.**

Duties include but are not limited to: This position is responsible for directly managing federal and state funds which provide housing subsidies to individuals and families experiencing homelessness (living on the street, in cars, in shelters etc.) Or are at risk of homelessness. This position will share oversight responsibilities of the Housing and Homeless Programs. This position is responsible for the new/renewal application process for funding (19+ million) awarded to the State of Connecticut through the HUD McKinney-Vento Homeless Assistance Funding Awards. It also manages the Supportive Housing Initiatives providing rental assistance and intensive case management services to homeless individuals diagnosed with serious mental illness or substance abuse disorders. Position is responsible for maintaining and updating databases that contain confidential material to insure compliance with HIPPA, HMIS and other federal regulations.

Provides training and technical assistance including Motivational Interviewing, Harm Reduction, Housing Based Case Management, Trauma Sensitive Services, and Successfully Housing Individuals with substance use disorders; Develops, analyzes and administers Shelter Plus Care grant budgets and submission of renewal applications; Provides administrative direction in the processing of housing contracts for DMHAS; Provides administrative direction in resolving differences between landlords, tenants, and DMHAS fiscal division; Develops and administers policy for DMHAS' supportive housing programs; Develops and maintains Annual Progress Reports and other reports for submission to appropriate federal agency; Collaborates with state agencies and other organizations in the planning/development of affordable rental housing/supportive housing for individuals diagnosed with mental illness or substance abuse disorders; Administers and analyzes, for accuracy, agency budgets/contracts; Provides administrative direction in review of applications and re-certifications for Shelter Plus Care program; Prepares statistical reports for community agencies; Represents department at committee meetings for transformation of mental health services; Participates in decision making process of housing development grants; Develops/writes behavioral health section of Request for Proposals (RFP's); Reviews rating and ranking standards; Rates and ranks proposals awarding state funds for the development of housing with intensive behavioral health support services; Provides administrative direction in analyzing housing programs conformance/adherence to relevant federal and state statutes, assuring no policy or administrative decision contradicts state or federal law; Designs, forms and participates in work group on Evidence Based Practices (EBP) used to improve effectiveness of supportive housing; Acts as evaluation coordinator for state funded supportive housing projects; Administers Housing Assistance Fund and Security Deposit Program providing housing assistance and security deposit for clients; Administers a collaboration of Private-Non-Profit service providers to institute more effective service plans for tenants, with psychiatric disabilities, in housing programs; Responsible for solving database interface issues between Office Of the Commissioner and Local Mental Health Authorities; Administers/implements Illness Management and Recovery (IMR) and Integrated Dual Diagnosis Treatment (IDDT) models; Coordinates training of clinicians and staff, responsible for supportive housing tenants, in IMR and IDDT models; Evaluates cost effectiveness of IMR and IDDT models; Develops, administers and implements research evaluation of IMR and IDDT models to determine fidelity and effectiveness.

Special Requirements: Incumbent will be required to travel and must possess current motor vehicle operator's license and reliable transportation.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATION TO:
DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor, Hartford, CT 06106
Maria.D.DeJesus@ct.gov
Fax: (860) 418-6697

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. (02)
Managerial