

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY
BEHAVIORAL HEALTH PROGRAM MANAGER
Capitol Region Mental Health Center
Young Adult Services Division (YAS)
Hilltop Residential Program

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: Capitol Region Mental Health Center ~ Young Adult Services ~ Hilltop Residential Program
556-558 Blue Hills Avenue/ 500 Vine St, Hartford 06112

Job Posting No: CR-111660

Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday, (full time, 40 hours per week)

Salary Range: \$80,261.00 to - \$109,428.00 annually

Posting Date: October 2, 2015 **Closing Date:** October 11, 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: Clinical and administrative management of the YAS Hilltop Residential Program with a focus on skill development in IMR and community integration, including vocation, education and independent living; oversees 16 staff comprising a multi-disciplinary team over 3 shifts; responsibility over the 16 staff assigned to the Program including Head Nurses, Mental Health Associates, Mental Health Assistants 1 & 2's and a Certified Occupational Therapist Assistant; oversees vocational rehabilitation, occupational therapy, and recreational therapy programming in the outpatient YAS program; responsible for day-to-day direction and supervision including fiscal management of the budget/client support funds, CORE orders; responsible for staff schedule & assignments, and implementation of program goals, policies and procedures; responsible for workforce development including performance evaluations and training needs; provides regular supervision to two head nurses; represents management in grievance hearings and investigations; clinically reviews referrals regarding eligibility and risk management; participates in transition meetings of DCF/OOC referrals, identifying disposition or other obstacles to care; collaborates closely with the OOC, DCF and external providers; conducts chart audits to ensure compliance; Provides (24/7) "on-call" coverage.

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

Preferred Experience: Experience supervising vocational rehabilitation counselors as well as occupational and recreational therapists preferred.

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).

E-Mail: crmhcrecruitment@ct.gov OR Fax: (860) 297-0931

Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06116

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