

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

DMHAS ASSISTANT DIVISION DIRECTOR — CV24798

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Connecticut Valley Hospital – WHITING FORENSIC DIVISION—DIVISION WIDE
Job Posting No: CV-24798
Hours: 1st Shift ~ Monday through Friday ~ 8:00 a.m. to 4:30 p.m. ~ 40 hours per week
Salary: MP-69 - \$101,558.00 - \$138,477.00 - Annually
Closing Date: July 12, 2016

Duties may include but not limited to: Directs staff and operations of multiple clinical programs of a major division of a state hospital; coordinates, plans and manages division activities; formulates program goals and objectives; develops or assists in development and implementation of related policy; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of division budget; maintains contacts with individuals within and outside division and hospital who might impact on program activities; ensures division compliance with monitoring agencies; takes lead role in strategic planning of division; assists with development and implementation of treatment program performance standards; assists in coordinating accreditation and/or certification activities for division; assists with development, implementation and evaluation of division workforce plan; ensures compliance with quality assurance findings and recommendations; identifies, plans, implements and evaluates staff training and development needs; promotes cultural diversity in workplace and ensures clients rights; monitors staff utilization to meet division goals; investigates and responds to critical incidents; may represent division in grievances and hearings; may oversee grant, budget or contract preparation; performs other duties as required.

General Experience: Seven (7) years of professional experience in Forensic Behavioral Health Care and a Master's Degree in a clinical discipline, Public Health Administration, Health Care Administration or Hospital Administration.

Special Experience: Three (3) years of the General Experience must have been at a managerial capacity directing clinical operations or the delivery of behavioral health care services. This includes the supervision of professional behavioral health care staff.

For state employees this is at the level of a Behavioral Health Clinical Manager or above.

Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and monitoring a budget.

Special Requirements:

Incumbents in this class must maintain the appropriate current license for clinical social work, marital and family therapist, professional counselor, registered nurse or clinical psychologist.

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

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must 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).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

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EMAIL: CVH-RECRUIT@ct.gov ~ FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. **Managerial**