

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES  
JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
ASSISTANT DIVISION DIRECTOR

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

**Open To:** The Public  
**Location:** Connecticut Valley Hospital ~ Addiction Services Division ~ Division Wide ~ Middletown, CT  
**Job Posting No:** CV-105508  
**Hours:** 1<sup>st</sup> Shift ~ Monday through Friday ~ 8:00 a.m. to 4:30 p.m. ~ 40 hours per week  
**Salary:** \$98,600 Annually  
**Closing Date:** August 21, 2013

**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.

**Eligibility Requirement:** Employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**General Experience:** Seven (7) years of professional experience in 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 Requirement:** 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.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) to:

**Doreen Clemson, Human Resources Associate**  
**Connecticut Valley Hospital – Human Resources Division**  
**PO BOX 351 – Silver Street – Page Hall - Middletown, CT 06457**  
**Fax: (860) 262-5055 - E-Mail: [doreen.clemson@ct.gov](mailto:doreen.clemson@ct.gov)**

**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. **Managerial**