

CT VALLEY HOSPITAL
JOB OPPORTUNITY
BEHAVIORAL HEALTH PROGRAM MANAGER
ADMINISTRATIVE SUPPORT SERVICES DIVISION

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

Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER
Location: Recovery Support Services
Job Posting No: CV24985
Hours: 1st shift: Monday – Friday, 8:00 a.m. to 4:30 p.m. (40 hours per week)
Salary: \$80,261 - \$109,428
Closing Date: October 22, 2014

Eligibility Requirement: This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Behavioral Health Program Manager examination, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply.

Duties include: This position will function as the Director of Recovery Services. Provides administrative direction for special programs; assesses staff needs for delivery of services; assists in formulating policy and procedures relating to general administration of a managed service system; develops and maintains appropriate fiscal and programmatic mechanisms to ensure continuity of care to a defined population and appropriate allocation of resources; carries out policies and directives of department; assists in coordinating, planning and managing administrative and/or fiscal and clinical activities; prepares and administers facility and community grant budgets; interprets and administers laws pertaining to program; maintains contact with individuals, groups and other organizations which might impact on program operations; ensures compliance with internal agency and accrediting bodies' standards; trains and evaluates staff; may assume a leadership role for agency system wide program development and administration activities; performs related duties as required.

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

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

All 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. Please forward as follows:

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

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. Women, minorities and persons with disabilities and in recovery are encouraged to apply. MGR