

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
HOSPITAL DIVISION DIRECTOR  
(Unclassified)

[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  
**Job Posting No:** CV- 102312  
**Hours:** 1<sup>st</sup> Shift ~ Monday through Friday ~ 8:00 a.m. to 4:30 p.m. ~ 40 hours per week  
**Salary:** \$106,646 ~ Annually  
**Closing Date:** September 5, 2013

**Duties may include but not limited to:** Administers staff and programs of a major division at a state hospital; plans, develops, directs and manages all clinical and administrative programs and functions; ensures conformance and compliance with agency mission, goals, and objectives; serves as member of executive team in development, implementation and evaluation of policies, goals, objectives and strategic plan; develops and implements treatment program performance standards; develops, implements and evaluates program policies, goals and objectives; coordinates accreditation and/or certification activities for division; develops, implements and evaluates division or Local Mental Health Authority workforce plan; interprets and administers pertinent laws and regulations; acts as liaison within and outside of facility with individuals and groups who impact on program activities; prepares and monitors division budget; promotes cultural diversity in workplace and assures client rights; represents division/hospital/agency in grievances and/or other hearings; may investigate and respond to critical incidents; performs related 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:** Eight (8) years of professional experience in Behavioral Health Care and a Masters Degree in a clinical discipline, Public Health Administration, Health Care Administration or Hospital Administration

**Special Experience:** Four (4) years of the General Experience must have been in 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 Mental Health Services Clinical Manager 1, Department of Mental Health and Addiction Service Behavior Health 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 may be required to possess 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:](#)

To be considered for this position 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.

**Doreen Clemson, Human Resources Associate**  
Connecticut Valley Hospital – Human Resources Division  
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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](http://www.ct.gov/dmhas/employmentopportunities)

**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**