

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
DMHAS HOUSING PROGRAM COORDINATOR #OC25001
STATEWIDE SERVICES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current exam list for DMHAS Housing Program Coordinator.
Location: Connecticut Valley Hospital, Middletown, CT 06457
Job Posting No: OC25001
Hours: 1st shift, 8: 00 a.m. – 4:30 pm, Monday – Friday, (full time 40 hours per week)
Salary: \$54, 194. 00 - **(subject to contractual agreed upon scheduled increase)**
Closing Date: July 15, 2013

Eligibility Requirement:

Candidates must have applied for and passed the DMHAS Housing Program Coordinator 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: Participates as a member of ABI Transition program and Home and Community Bases Waiver Program. reviews and processes application for housing options for the ABI Transition Program and the Home and Community Based Waiver Program.; reviews, analyzes and processes budgets, program plans, contracts and revisions to insure accuracy and conformity with statutory and departmental requirements; reviews and processes applications for housing projects meets with staff at LMHA's, Not for Profit Organizations etc. to discuss monitoring procedures, monitoring checklist/guide form etc.; provides program monitoring for Community and Home Based Waiver Program ; performs on-site visits to LMHA's any additional housing programs where tenants are residents; performs Housing Quality Standard (HQS) inspections of tenant units at development sites statewide; establishes relationships with housing development corporations, developers and consultants, service providers and other organizations that apply for state funding for supportive housing; reviews Program Service Plans submitted by agencies under the Home and Community Based Waiver Program. prepares statistical and progress reports for state and federally funded housing programs; implements/maintains databases of finances and budgets for client payments; maintains and updates databases that contain confidential material to ensure compliance with HIPPA regulations; reviews program files for housing programs; compiles and reviews fiscal and programmatic data; prepares comprehensive monitoring reports through analyzing, evaluating and interpreting data and performs inspections and reviews and evaluates the quality of grantee operations to determine program quality, conformance with program regulations/plans and effectiveness under housing programs. meets with individual tenants at unit sites or groups of tenants at development sites to discuss issues related to the program such as, the rental unit, the building, the management company, services provided (or not provided), etc.; participates in the planning, organization and implementation of a statewide monitoring/training program for Home and Community Based Waiver Program; coordinates with federal, state and community agencies to develop monitoring schedule and monitoring protocols; provides technical assistance.; meets with officials from LMHA's, communities and other organizations involved in housing and programs for individuals/families who are involved with the Home and Community Based Waiver; Performs duties as required.

SPECIAL REQUIREMENTS:

1. Incumbents in this position will be required to travel and must possess and retain a valid Connecticut Motor Vehicle Operator license.

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).

PLEASE SEND APPLICATION TO:

DMHAS/Office of the Commissioner

Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@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. (P-2)