State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

TRAINING PROGRAM COORDINATOR

Safety Services Division

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

Open To:	Candidates on the current exam list for Training Program Coordinator and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.
Location:	Office of the Commissioner at Connecticut Valley Hospital/Dutton Home, Middletown, CT 06457
Job Posting No:	**OC102249**
Hours:	8:00 a.m. – 4:30 p.m., Monday – Friday, (full time, 40 hours UNSCHEDULED work week)
Salary Range:	$64,284.00- $83,103.00
Posting Date:	May 1, 2015 May 7, 2015

Eligibility Requirement:
Candidates must have applied for and passed the **Training 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: Provides instructor training to insure instructor competence in all training courses; Observes Safety Education Instructors (SEI) in-class to ensure quality instruction and provides coaching as indicated to improve performance; Coordinates staff development activities to enhance performance; Serves as Master Instructor in all content areas and co-teaches with SEIs; Schedules/assigns SEIs to ensure training compliance e.g., Establishes and maintains training procedures; Monitors the SABA Learning Management System data to ensure compliance and takes corrective action as needed (adds classes, adds off shift classes, etc); Actively communicates with/acts as the liaison with state operated and funded Training Managers to ensure training compliance; Monitors equipment and ensures that they are in working condition (orders replacement parts, repairs, new equipment as needed); Monitors paper training materials to ensure adequate supply (prepares orders and tracks to ensure that supply inventory maintained); Researches, develops and maintains instructional and training materials; assists in developing curriculum including lesson plans, behavioral objectives and testing criteria; Evaluates effectiveness and relevance of training program; Develops new programs as needed; Assist in conducting specialized training classes e.g., CSS Skills, Police Training; Acts in place of supervisor when absent; Prepares reports and correspondence as needed.

Preference will be given to candidates with behavioral healthcare experience.

Special Requirement: Incumbent will be required to travel statewide and must have a valid motor vehicle operator's 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
Maria.D.DeJesus@ct.gov
Fax: (860) 418-6697

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.