

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

HEALTH PROGRAM ASSISTANT 2
(Health & Wellness Division)

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

Open To: Candidates on a current examination list or Lateral Transfers
Location: Bridgeport, CT
Hours: 37.5
Salary: \$54,504 - \$72,156 (Annually)
Closing Date: March 14, 2014

Eligibility: Candidates must have passed the Health Program Assistant 2 examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Health Program Assistant 2 or have attained permanent status in the class since their most recent hire date.

Position Description: The Department of Children & Families is recruiting for a Health Program Assistant 2 within the Health & Wellness Division. This position will be located in the Bridgeport Region with responsibility for the Bridgeport, Norwalk & Stamford area offices. This position will require some traveling.

Example of Duties: As with all jobs in the generic health program series the exact duties vary considerably depending on the nature of the program and the current stage in its life cycle. Typical examples of work performed at this level include:

Provides consultation to regional staff and caregivers on issues related to health insurance; assists with access to healthcare services and providers both in and out-of state; assists in the resolution of problems accessing healthcare services, medications and providers; makes referrals to Foster Care Clinics; may participate in case management and/or treatment/discharge planning conferences to assure appropriate insurance coverage prior to placement; gathers fiscal, programmatic, and other kinds of needed data from information for calculations and interpretations; may travel within assigned region to various Area Offices when necessary; assists in the preparation of program objectives and evaluation of program results; may serve as staff to a task force or committee; answer general informational questions to DCF clients; may serve as a liaison between DCF and specific agencies and/or organizations for the purpose of resolving access to care issues, to provide trainings to DCF staff and caregivers or represent the department related to health care related matters; performs related duties as required.

General Experience: Six (6) years of experience in a professional capacity in a health organization.

Special Experience: One (1) year of the General Experience must have been in health care program administration, a health systems agency or other health care organization in at least one of the following areas: (1) grant writing or monitoring; (2) formal program planning, development, management or evaluation; (3) or program consultation.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of SUPERVISORY references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of reference letters to:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET • HUMAN RESOURCES, 8TH FLOOR • HARTFORD, CT 06106
FAX: (860) 550-6433

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.