

**State of Connecticut
Department of Social Services
Job Opportunity**

PRIMARY PREVENTION SERVICES COORDINATOR

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

Posting Date: December 28, 2012

Closing Date: January 8, 2013

The Department of Social Services is currently accepting applications to fill two (2) Primary Prevention Services Coordinators for the Division of Children's Trust Fund within the Hartford Central Office. These are Grant Funded Durational positions with an end date that will expire on March 30, 2015.

Open To: The Public and State Employees

Position: Primary Prevention Services Coordinators
Position Numbers: 101953, 101954

Salary Range: \$69,891.00 - \$89,888.00

Bargaining Unit: Administrative and Residual (P-5)

Hours: 8:00 AM - 4:30 PM

Location: 25 Sigourney Street, Hartford, CT 06106

DUTIES AND RESPONSIBILITIES: Performs specialized duties in area of planning, development, coordination and administration of primary prevention program operation; stimulates and assists community based prevention programs through educational efforts, community organization and mobilization, funding support and supervision, staff training, technical assistance and evaluation; formulates, recommends and implements policies and guidelines for administration of primary prevention programs; promotes coordination and networking of community or regional prevention efforts; stimulates funding to state or community organizations from federal and private sources; prepares Requests for Proposals and contract documents for vendors to provide program services; acts as liaison with private organizations and other state agencies; promotes school based, business and/or industry and other primary prevention programs; identifies and recommends necessary legislative initiatives; conducts special studies of prevention needs and program operations; responsible for professional development and performance of assigned staff; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of principles and practices of community primary prevention programs and requirements for developing and administering such programs at local and state levels; knowledge of existing primary prevention programs and resources in areas of substance abuse, social services, criminal justice, health and mental health at local and state levels; knowledge of public information theory and practices; knowledge of basic planning principles; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze administrative problems and implement changes; ability in education and/or training, workshop design, community consultation and provision of technical assistance; ability to utilize computer software

EXPERIENCE AND TRAINING:

General Experience: Seven (7) years of professional employment in the health and/or human services field.

Special Experience:

1. Two (2) years of the General Experience must have been in the development and/or administration of a primary prevention health or human services program or development and/or administration of a major component of such a program.
2. Development and/or administration is defined as positions having accountability for the carrying out or completion of a program. The duties of the position are expected to include the functions of planning and evaluation of program goals and community organization and/or networking activities.
3. Primary prevention is defined as any program whose main purpose is to reduce the probability that individuals at some future point will need remedial intervention or care.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in behavioral science, public administration, or closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbent in this class may be required to travel.

Note: This position may be filled by candidates from the mandatory Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates who have taken and passed the Primary Prevention Services Coordinator Examination Number 050520 or who have attained permanent status in the job classification.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Kristina Grodzicki, Human Resources Specialist
Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY TUESDAY, JANUARY 8, 2013 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer