

OFFICE OF THE HEALTHCARE ADVOCATE
JOB OPPORTUNITY

HEALTH PROGRAM ASSOCIATE

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

Open To: Candidates on a current examination list.

Location: 450 Capital Avenue, Hartford, CT

Job Posting No: 101924

Hours: Full-time- 35 hours per week

Salary: (HC 24) \$59,089 - \$80,010 (New hires to state employment start at the minimum salary range)

Closing Date: *September 5, 2014 -Application package must be received by 5:00 p.m. by this date.

Eligibility Requirement: Candidates must have applied for and passed the **Health Program Associate** 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.**

The Office of the Healthcare Advocate is recruiting for a Health Program Associate position to perform Data collection and analysis; maintenance of the database; Oversight and coordination of outreach activities; Assistance with triage of case assignments; Work with Assistant Healthcare Advocate to assure proper case work flow; Assist with development of grant applications and grant reporting duties; Assist with budget development of grants and maintenance of grant budgets.

Knowledge, Skills and Abilities: Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing patterns of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and evidence of health problems; considerable knowledge of changing aspects of social-medical philosophies; knowledge of research and evaluation design methodologies; knowledge of state and community organizations and programs involved in field of public health and medical care; considerable oral and written communication skills; interpersonal skills; considerable ability to plan, organize and direct a complex technical program; ability to analyze, evaluate and interpret data; ability to lead and train staff.

General Experience: Seven (7) years of professional experience 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.

For State Employees this is interpreted at the level of Health Program Assistant 2.

Note:

A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

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 health education, hospital administration, public administration, public health or other closely related field may be substituted for one (1) additional year of the General Experience.

3. For State Employees one (1) year as a Health Program Assistant 2 may substitute for the General and Special Experience.

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

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, qualified candidates must submit a cover letter, resume, and Application for Employment (CT-HR-12 form) located at www.das.state.ct.us/exam to be received no later than the Closing Date above. Current State employees must also include copies of their two (2) most recent performance appraisals. **Submit application package to:**

**Carmen Rivera
Human Resources Assistant
Office of the Healthcare Advocate
P.O. Box 816
Hartford, CT 06142-0816**

OR

E-MAIL: CID.HR@CT.GOV / Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete or late application packages will not be considered. Due to the large volume of applications expected to be received, we are unable to confirm receipt of applications.**

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.