

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
Region 4 (Manchester Regional Office)

Program Manager

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Manchester Area Office
Job Posting No: TH46670MAN
Hours: Full Time, 40 hours per week
Salary: \$74,924.00 - \$102,159.00 (Annually)
Closing Date: May 23, 2014

Region 4 - Manchester Area Office is recruiting for one (1) Program Manager position. This position is permanent, full time (40 hours) weekly, 8:00 a.m. - 5:00 p.m. Monday - Friday. This position will be responsible for managing multiple Child Protective Services (CPS) programs.

Eligibility Requirement: Candidates must be on the Program Manager Certification list promulgated by the Department of Administrative Services (DAS) at the time of appointment to this position. Consideration will be given for a provisional appointment to this position, pending results of the recent Program Manager examination. State employees may apply for lateral transfer if they currently hold the title of Program Manager or have attained permanent status in the class since their most recent hire date.

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge and understanding of case work principles, methods, and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; considerable knowledge of community resources and available services; knowledge of legal basis for departmental programs and requirements; knowledge of child development; knowledge of mental health and behavioral challenges facing children and youth; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability. **General Experience:** Eight (8) years of professional experience in the field of Child welfare, children's protective services, foster services, adoption or social and human services.

Special Experience: One (1) year of the General Experience must have been in planning, development, implementation or supervision of administrative or program services in child welfare, children's mental health or juvenile justice. For State Employees, this is interpreted at the level of Social Worker Supervisor.

Substitutions Allowed: 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. A Master's degree or other advanced degree in behavioral science, public administration, social work or a closely related field may be substituted for one (1) additional year of the General Experience. For State Employees, two (2) years as a Children Services Consultant may be substituted for the General and Special Experience.

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 a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings/PARS review in lieu of references) and an Application for Employment (CT-HR12) to the address below no later than May 23, 2014. Please reference Job Posting #TH46670MAN.

Application material may be faxed to (860) 550-6433 or mailed to:

DEPARTMENT OF CHILDREN AND FAMILIES
HUMAN RESOURCES, 8TH FLOOR
505 HUDSON STREET
HARTFORD, CT 06106
Attention: Taneisha Hancel

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.