



Department of Children and Families

JOB OPPORTUNITY

Anticipated Vacancy- Program Director

Full-Time (40 hours per week)

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

Open To:	The Public
Location:	New Britain Area office-One Grove Street 4 th floor New Britain, CT 06053
Job Posting No:	ProDirNB
Hours:	Full time, 40 hours per week
Salary:	\$90,282-\$123,104 annually
Closing Date:	July 20, 2017, close of business

Position Summary: This is a regional position servicing the New Britain and Meriden area offices. This position will be responsible for assisting with the assessment of mental health issues for children and families, identifying appropriate clinical services to meet the needs of those children and families, collaborate with community providers to ensure smooth service provision and troubleshooting on challenging cases, and assessing a youth/family member's safety due to mental health in crisis situations.

PURPOSE OF CLASS: In the Department of Children and Families area office, Wilderness School, or a major program with statewide impact, this class is accountable for directing administrative support and/or program services.

EXAMPLES OF DUTIES: Directs the staff and operations of the assigned area of responsibility; coordinates and formulates program goals and objectives to conform with Department policies, standards and legal matters; develops or assists in the development of related policy; assists in directing and coordinating allocation of staff and resources to maintain service delivery system or program; manages systems/programs to ensure compliance with federal, state and department mandates; interprets and administers pertinent laws; identifies training and development needs of staff; evaluates staff; develops and monitors budgets for specific program or administrative areas; maintains liaison with individuals and organizations that impact on area or program activities; speaks before professional and lay groups; represents Commissioner in community and public relations activities within area as assigned; prepares and/or analyzes management reports including reports detailing area activities, program operations and client statistics; evaluates programs and professional social work services provided to children and families; identifies needs of children and families for purposes of determining available community resources; reviews work of assigned areas for general efficiency and effectiveness with target client populations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of and ability to apply management principles and techniques; knowledge of standards of practice and administration of

programs dealing with children and youth; knowledge of impact of cultural issues on service delivery and staff relationships; considerable interpersonal skills; considerable oral and written communication skills.

EXPERIENCE AND TRAINING:

General Experience:

Nine (9) years of professional experience in the field of child welfare programs, children's protective services, foster services, adoption or social and human services.

Special Experience:

Two (2) years of the General Experience must have been in a managerial capacity with responsibility for planning, development, implementation or supervision of administrative or program services in child welfare, children's protective services, children's mental health or juvenile justice.

For state employees, this is at the level of Children and Families Program Manager.

Substitutions Allowed:

1. College education 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 or other advanced degree in the behavioral sciences, public administration, education, social work or a closely related field may be substituted for one (1) additional year of the General Experience.

NOTE: *Closely related fields are: child welfare, applied sociology, social and/or human services, clinical psychology, child development, criminal justice, counseling, human development and family relations, human service, marriage and family therapy.*

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

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

Application Instructions: Interested and qualified applicants who meet the above requirements must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference to the address listed below. Please specify the posting number # **ProgDirNB** on all application materials. Incomplete application packets will not be considered. Application materials may be mailed to the address listed below **or faxed to 860-707-1962.**

**Department of Children and Families
One Grove Street, 4th floor
New Britain, CT 06053
Attn: Jasmyn Raymond-DCF Human Resources**

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.