

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY

Health Program Associate – Administration

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

Open To: Candidates on current exam list or lateral transfer

Location: 401 W. Thames Street, Bldg. 301, Norwich, CT

Job Posting No: SM026209

Hours: 1st shift, Monday – Friday, 8:00 a.m. – 4:30 p.m. (full-time, 40 hours)

Salary: \$67,530.00 to \$91,440.00 (Annually)

Closing Date: May 17, 2015

Eligibility Requirement: This is a competitive classification. Candidates must have applied for and passed the Health Program exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties may include but not limited to: The position is responsible for the monitoring and evaluation of affiliate non-profit provider contracts in the support of recovery, health and wellness throughout the SMHA network of care; establishing and maintaining relationships with affiliated agencies, will lead, facilitate and conduct comprehensive program evaluation throughout the SMHA Network of services; identifies best practices, makes recommendations for performance improvement; assists with corrective action plans, provides technical assistance to providers, conducts desk audits and on-site programmatic reviews; Conducts fidelity reviews; Leads contracted provider quality report review to identify data quality best practice and problem areas; analyze and monitor provider data integrity via the DMHAS DDAP system and data warehouse; processes change controls; Reviews network provider incident reports, evaluates trends, and makes recommendations; Assists with orienting new providers to contract requirements, performance expectations and SMHA network of care; compiles fiscal and programmatic data from a variety of sources, analyze, evaluate and interpret data, prepare narrative and/or statistical reports on program progress and service delivery; cost estimating, perform calculations to analyze, evaluate and interpret program data; use word processing, excel, spreadsheet and graphical formats. Coordinates with SMHA Quality Management department and participates in DMHAS Quality Directors and data quality meetings; Participates as an active member of various SMHA and Network meetings including but not limited to weekly Utilization Review, Centralized Intake, SMHA Education & Training, Network Education Committee, Regional Multicultural Committee. Provides project management oversight to various health integration activities supervising health program assistants and clerical staff as assigned, performs related duties as required.

Special Requirements: Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Health Program Associate applying to a Health Program Associate posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Arnetia Douglas, Human Resources Assistant, Southeastern Mental Health Authority, 401 West Thames Street, Building 301, Norwich, CT 06360
Phone: (860) 859-4651 - FAX: (860) 859-4792 Email: MHA-SMHA-RECRUIT@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**
The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **P-1**