State of Connecticut
JOB POSTING

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

DPH Employees are strongly encouraged to apply

Primary Prevention Services Coordinator

Public Health Initiatives – AIDS & Chronic Diseases

POSTING DATE: May 8, 2012 **CLOSING DATE:** May 21, 2012 *****

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

Open To: Candidates on a current examination list.

POSITION CONTROL NUMBER: 101117TF NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week,

SALARY GROUP/RANGE: AR 26/$69,891-$89,888

NOTE: Candidates must have applied for and passed the **Primary Prevention Services Coordinator** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.**

Preferred Skills:

- Experience with coordination and/or integration among health promotion and/or disease prevention programs
- Experience with developing and advancing state, local and institutional public health policies
- Experience with policy, systems and environmental approaches to improve chronic disease outcomes
- Experience preparing and reviewing health promotion and disease prevention reports, fact sheets and general communications
- Experience responding to funding announcements and maintaining overall accountability for federal grant awards
- Experience engaging multiple stakeholders to address chronic disease

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.

EXPERIENCE AND TRAINING

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

Special Experience: 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.

Substitution 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.
(1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in public health, health education, hospital administration or public administration or other closely related field might be substituted for the General Experience

NOTE: 1.) 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.
2.) 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.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7860 (if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov

*** The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).**

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.