

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
PROGRAM MANAGER - SOCIAL WORK (ADMINISTRATIVE SUPPORT/PROGRAM SERVICES)
(CONTRACT MANAGEMENT DIVISION)

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

Open To: **Candidates on a Current Exam Certification List OR Lateral Transfer**

Location: Hartford, CT

Job Posting No: BM42991CO

Hours: 40

Salary: \$74,924 - \$102,159 Annually

Closing Date: October 7, 2013

Eligibility Requirement: Candidates must have passed the **Program Manager - Social Work (Administrative Support/Program Services)** examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of **Program Manager - Social Work (Administrative Support/Program Services)**, or have attained permanent status in the class since their most recent hire date. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

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 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 at the level of Children Services Consultant or Social Work 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.

Preference: Priority will be given to candidates that can demonstrate experience writing scopes of service.

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 in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #42991.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Bernice Morgan
FAX: (860) 707-1952
Bernice.morgan@ct.gov

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.