

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

PROGRAM MANAGER - SOCIAL WORK (CHILDREN'S PROTECTIVE SERVICES)
Promotional or Lateral Transfer Opportunity

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

Open To: State Employees Only
Location: Meriden Office - 1 West Main Street Meriden, CT 06451
Hours: 40 Hours Per Week
Salary: \$72,741 - \$93,304 (Annually)
Closing Date: January 25, 2013 close of business

Eligibility Requirement: **Candidates must have applied for and passed the Program Manager - Social Work (Children's Protective Services) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

Purpose of Class: In the Department of Children and Families and the Children's Trust Fund this class is accountable for managing administrative child welfare/protective services programs.

Examples of Duties: DEPARTMENT OF CHILDREN AND FAMILIES - CHILDREN'S PROTECTIVE SERVICES: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans office work; establishes and maintains office procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with staff on difficult cases; provides information to community regarding available services and coordination of resources; oversees maintenance of records; may interact in community vs. institutionalization; performs related duties as required. may present information on mental illness and mental health services to community groups; performs related duties as required.

Minimum Qualifications Required Knowledge, Skill and Ability: 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: CHILDREN'S PROTECTIVE SERVICES: Eight (8) years of professional experience in the field of child welfare, children's protective services, foster services or adoption.

Special Requirements CHILDREN'S PROTECTIVE SERVICES: One (1) year of the General Experience must have been in children's welfare/protective services at the level of Social Work Supervisor.

Preference: The ideal candidate must have strong knowledge in child welfare systems, clinical background, facilitation and engagement skills, experience with substance abuse, mental health and trauma. Must have recent experience (within the last 3 yrs) in permanency and strong familiarity of federal and state statutes. Experience in working with specialty units: adolescents, voluntary, investigations, and treatment. Demonstrates ability to utilize and manage data reports, use outlook and excel. Candidate should be familiar with Results Based Accountability model. Possess strong leadership skills, ability to engage and work with diverse populations and community providers. Candidate must be able to work well in a small office environment, as a team member and autonomously. Candidate must have a strong ability to manage fiscal responsibilities. Candidate must have strong knowledge about the agency's major initiatives: Practice Model and principles of partnership and child and family teaming and be able to demonstrate how they have been successful in integrating these initiatives in their current position. We are looking for an enthusiastic self-starter.

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

Application Instructions: This is a promotional or lateral transfer opportunity only; therefore, all candidates must be on the current DAS cert exam list for Program Manager (SW - Children's Protective Services) or already at the level of Program Manager (SW - Children's Protective Services) at the time of appointment. Please submit a letter of intent, complete DCF application (CT-HR-12) and last 2 performance appraisals. Please reference posting MB45384MR in all correspondence. Applications may be faxed to 860-707-1960, or mailed to the Meriden Area Office.

DEPARTMENT OF CHILDREN AND FAMILIES
Jodi Grasso - HUMAN RESOURCES
1 West Main Street Meriden, CT 06451
FAX: 860-707-1960

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.