

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

Program Manager-REPOSTED EXTENDED CLOSING DATE

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

Open To: Candidates on Exam list
Location: Hartford, CT
Job Posting No: TH107808CO
Hours: 40 hours per week
Salary: MP 62, \$77,172.00 - \$105,224.00 (Annually)
Closing Date: November 3, 2014

The Department of Children and Families is currently recruiting for a Program Manager in Central Office, Hartford, within the Community Mental Health Division. This position is permanent, full time (40 hours) weekly.

Eligibility Requirement: Candidates must be on the Program Manager Certification list promulgated by the Department of Administrative Services (DAS) at the time of appointment to this position. State employees may apply for lateral transfer if they currently hold the title of **Program Manager** or have attained permanent status in the class since their most recent hire date.

Examples of Duties: Day to day operations of DCF Disaster Behavioral Health Response Network (DBHRN) and emergency management; crisis and trauma oriented clinical services; assists in the preparation and targeted responses to local traumatic or disaster events; has oversight of the development and evaluation of specific clinical or behavioral program; manages multiple functions for an array of statewide programs and services; manages special behavioral health programs; ensures behavioral health services/programs are in compliance with federal, state and department mandates; identifies and develops new programs and funding sources; acts as a liaison and consultant with other operating divisions, agencies and outside officials regarding division policy and procedures, available services and coordination of resources; provides training and assistance to staff and outside providers; prepares and administers community contract budgets; develops or makes recommendations on development of policies and standards; collects and analyzes programmatic data; prepares reports and correspondence; oversees maintenance of records; may interact with families/clients and caregivers; performs related duties as required. **Minimum Qualifications Required:** knowledge of principles and practices of public administration; knowledge of principles of mental health treatment and program design; knowledge of managed care system principles and practices; knowledge of trauma informed treatment; knowledge of behavioral health programs and services; knowledge of community resources and crisis intervention services; knowledge of assertive treatment programs; knowledge of quality assessment and/or improvement techniques; interpersonal skills; oral and written; communication skills; ability to analyze and prepare budgets; ability to prepare and administer grants. **General Experience:** Eight (8) years of professional experience in the field of Child welfare, children's protective services, foster services, adoption or 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. For State Employees, this is interpreted at the level of Social Worker 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, education, social work or a closely related field may be substituted for one (1) additional year of the General Experience. For State Employees, two (2) years as a Children Services Consultant may be substituted for the General and Special Experience. **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/PARS review in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #TH107808CO.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET, HUMAN RESOURCES, 8TH FLOOR, HARTFORD, CT 06106
Attention: Taneisha Hancel

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.