

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY

**Children and Families Program Manager (Durational)**

**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:** LR110242CO  
**Hours:** 40 hours per week  
**Salary:** MP 62, \$77,172.00 - \$105,224.00 (Annually)  
**Closing Date:** March 4, 2014

The Department of Children and Families is currently recruiting for a Program Manager (Durational) in Central Office, Hartford, within the Academy for Workforce Development Division. This position is Durational, 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:** Will manage and develop the Supervisory and Management Training Program Leadership Academy for Supervisors, LAS and the Leadership Academy for Middle Managers, LAMM) and the Academy Training Plan; will prepare all required reports and necessary correspondence as it relates to the Supervisory and Management Training programs; will conduct Supervisory Training;

Will manage and develop training materials for mandated reporters; will develop, update, coordinate and document all training on mandated reporting on a statewide level; will provide a Train the Trainer program for all DCF staff and on mandated reporting; will train mandated reporting when necessary.

Will manage and develop training for Differential Response System (DRS); will update, coordinate and document all DRS Training on a statewide level; will schedule, assign, oversee and review work of Academy staff and all adjunct trainers as it relates to DRS training. Will conduct training on DRS when necessary.

Will manage and coordinate In-Service Training Programs at the Academy. This involves contract development and oversight; assessment of staff training needs; and other program development activities. Will supervise and conduct performance evaluations of trainers and adjuncts as deemed necessary; will act as liaison to area offices, central office, the facilities and outside agencies as it relates to training matters, policies and procedures; will identify and develop new programs and funding sources to recruit consultants and to develop contracts for the Academy; will perform other related duties as deemed necessary.

Preference will be given to candidates with a MSW.

**Minimum Qualifications Required:** 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. Two years experience including Mandated Reporter Training. Recent experience in DRS/investigations. Preference will be given to candidates with a MSW.

**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 a supervisory capacity over professional staff responsible for planning, developing or implementing administrative or program services in child welfare, children's protective services, children's mental health or juvenile justice.

**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 #LR110242CO.

**DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET, HUMAN RESOURCES, 8<sup>TH</sup> FLOOR, HARTFORD, CT 06106  
Attention: Lena Romanelli**

**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.