



**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
SOCIAL SERVICES PROGRAM MANAGER
DIVISION OF HEALTH SERVICES – COMMUNITY OPTIONS UNIT**

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

The Department of Social Services is currently accepting applications to fill one (1) Social Services Program Manager position located in the Division of Health Services, Community Options Unit.

Open To: The Public and State Employees
Location: 55 Farmington Avenue, Hartford, CT
Job Posting No: 115345
Hours: Monday through Friday, 40 Hours per Week
Salary: \$83,464.00 - \$113,908.00
Closing Date: November 4, 2016

The Department of Social Services Community Options Unit within the Division of Health Services is seeking a Program Manager to oversee the management and operation of multiple Medicaid Waiver programs including quality management, provider oversight, managing contracts, coordination and oversight of waivers operated by other state agencies, interaction and communication with state and federal partners. The position will require ongoing assistance and oversight of contractors providing services to participants in the department's Acquired Brain Injury Waiver Programs.

This position will assist in the development of requests for proposals and waiver applications, renewals and amendments. This position will also participate in the development of policies and procedures and program regulations. Assures compliance with all federal requirements for waiver management and operation. Will supervise clinical staff including nurses and social workers. Educational background in a clinical field such as nursing or social work and knowledge of Medicaid waiver programs and quality assurance/improvement is highly desired.

Preferred candidate will have strong background in Medicaid waiver programs in particular the Acquired Brain Injury Waivers.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of social services programs; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles of public administration; knowledge of and ability to apply management principles and techniques; knowledge of community organizations and public assistance agencies; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze and recommend solutions to complex problems; ability to analyze and assess impact of legislation, regulations, etc. on programmatic goals.

General Experience: Nine (9) years of professional employment in the social services field.

Special Experience: Two (2) years of the General Experience must have been a supervisory or consultative capacity with programmatic and administrative responsibilities.

Substitution 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 in human services or public administration may be substituted for one (1) additional year of the General Experience.

Note: *This position may be filled by candidates from mandatory Re-employment/SEBAC Lists, which we are obligated to use.*

Social Services Program Manager Posting
Page 2

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and two (2) supervisory reference letters (State employees must submit their two (2) most recent Performance Appraisals in lieu of references and Attendance Records from July 2014 to present) **in duplicate** to:

**Ms. Ronnell Young, HR Associate
The Department of Social Services
Human Resources Division
55 Farmington Avenue – 5th Floor
Hartford, CT 06105**

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE FRIDAY, NOVEMBER 4, 2016

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.