

STATE OF CONNECTICUT  
~DEPARTMENT OF SOCIAL SERVICES~  
JOB OPPORTUNITY

## HEALTH PROGRAM ASSOCIATE (Integrated Services Unit - Dental)

Posting Date: October 24, 2014

Closing Date: October 31, 2014

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

The Department of Social Services, Division of Health Services, Integrated Services Unit (Dental) is presently recruiting to fill a Health Programs Associate position located in the Central Office in Hartford, CT.

**Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER**

**Position: Health Program Associate (FP-24)**

**Position Number 34141**

**Bargaining Unit: New England Healthcare Employees Union 1199**

**Hours: Monday – Friday, 40 Hours per Week**

**Location: 55 Farmington Avenue, Hartford, CT 06105**

**Salary Range: \$67,530.00 - \$91,440.00**

**Eligibility Requirements:** Candidates must have applied for and passed the Health Program Associate examination number #043180 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. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**DUTIES & RESPONSIBILITIES:** The Health Program Associate independently handles high level, complex tasks in providing public program administration and policy support for the Dental Unit. This position requires an advanced level of responsibility, problem solving capability, and interpersonal skills. The Health Program Associate shall be self-directed and knowledgeable about the Division of Health Services programs and specifically, the dental program. The major duties of this position include, but are not limited to:

**1. Administrative:**

Drafts policy bulletins and transmittals;  
Draft professional clinical and/or administrative letters;  
Assist with drafting legislation and regulations; and  
Responds to calls from the public, state agencies and the dental provider network.

**2. Public Interactions:**

Develop and maintain activities and relationships within the program, projects and other liaisons;  
Initiates, establishes and maintains relationships involved in the dental program for the vendor, provider and the external network of stakeholders;  
Participates in planning, organization and implementation of a statewide health program(s);  
Provides policy technical assistance to community agencies, the dental provider network and other stakeholders;  
Develop presentations or materials for public events; and

Represents the dental program at public forums.

**3. Programmatic**

Researches and prepares comprehensive reports on planning and progress of the dental program and initiatives to ensure alignment with departmental objectives and policies;  
Assists in the development and implementation of program objectives so the program functions within cost estimates; and  
Collects, analyzes, evaluates and interprets data for dental program performance metrics and ensure that contractual obligations are met.

**4. Other:**

May be involved in the formulating, writing and execution of grants, Requests for Proposals and/or state plan amendments;  
Assists in assessing grants, Requests for Proposals and/or state plan amendments; and  
Other duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing patterns of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and evidence of health problems; considerable knowledge of changing aspects of social-medical philosophies; knowledge of research and evaluation design methodologies; knowledge of state and community organizations and programs involved in field of public health and medical care; considerable oral and written communication skills; interpersonal skills; considerable ability to plan, organize and direct a complex technical program; ability to analyze, evaluate and interpret data; ability to lead and train staff.

**EXPERIENCE & TRAINING:**

**General Experience:** Seven (7) years of professional experience in a health organization.

**Note:** This position may be filled by candidates from mandatory Transfer/Re-employment/SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken and passed the Health Program Associate exam number 043180 and have received a passing score, or from state employees who already have attained permanent status in this class.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12), a cover letter and their two (2) most recent Performance Appraisals. 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](http://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 three (3) supervisory references letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Maria L. Taylor, Principal Human Resources Specialist  
Department of Social Services  
55 Farmington Avenue, 5<sup>th</sup> Floor  
Hartford, CT 06105**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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

**APPLICATIONS MUST BE POSTMARKED BY FRIDAY, OCTOBER 31, 2014**

**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.*