

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY**

**BEHAVIORAL HEALTH PROGRAM MANAGER**

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

**Open To:** Candidates currently on the exam list for Behavioral Health Program Manager  
**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Program/Unit:** Young Adult Services  
**Job Posting No:** **SM107741**  
**Hours:** 1<sup>st</sup> shift/8:00 a.m. to 4:30 p.m./Monday thru Friday/40 hours per week  
**Salary:** **\$80,261.00 TO \$109,428.00 (Annually)**  
**Closing Date:** July 15, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Behavioral Health Program Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Duties may include but not limited to:** Responsible and accountable for the clinical and administrative management and leadership of the SMHA Young Adults Services Program which serves 60+ young adult clients who are transitioning into the community from DCF and other residential/inpatient settings. The focus of the program is for young adults to develop skills in a variety of areas, including illness management and recovery, independent living, access to community-based resources (including medical treatment), educational/vocational development, and community integration. The staff uses recovery, skill based, and rehabilitative interventions to assist the young adults in acquiring the necessary skills to maximize their independence and quality of life. The Behavioral Health Program Manager has responsibility over the 25 staff assigned to the YAS Program, including the Supervising Clinician, Clinical Social Workers, Head Nurse, RN, LPNs, Mental Health Assistant 2's, Rehabilitation Therapy Supervisor, Rehabilitation Therapist 2, Occupational Therapy Supervisor, Certified Occupational Therapist Assistant, Vocational Counseling Rehabilitation Coordinator, and Vocational Rehabilitation Counselors. The Manager is responsible for the clinical and administrative management, direction, and supervision of the YAS Program. Duties include, but are not limited to, the following: fiscal management of the budget/client support funds (including contact with the fiduciary and designated accounting and housing staff); monitoring staff assignments, schedules, and productivity; developing and implementing program goals and objectives; implementing progressive discipline and performance improvement plans; providing managerial representation during HR investigations and disciplinary/grievance hearings; developing policies and procedures, including those related to the use of client support funds; evaluating training and performance needs of staff; providing regular administrative/clinical supervision; conducting time and attendance reviews and competency based performance evaluations; identifying risk management issues; reviewing referrals to ensure appropriateness of admission to YAS; attending Transition Action Planning meetings (on DCF/OOC referrals); facilitating bi-weekly meetings with contracted providers in order to address issues, ensure compliance with contractual guidelines, and improve program functioning and client outcomes; participating in case conferences and other meetings aimed at addressing placement/disposition challenges and identifying placement and/or treatment options; attending various YAS and SMHA meetings; collaborating with the OOC managers, DCF and contracted providers involved in the referral and care of the young adults serviced; reviewing and/or conducting medical records audits to ensure quality and compliance; recruiting and selecting staff; assisting in developing strategies for improving, reviewing and monitoring client care. Provides other related duties as needed.

**Special Requirement:** Incumbents in this class are required to possess and maintain a current/valid Motor Vehicle Operator's license.

**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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**Email:** MHA-SMHA-RECRUIT@ct.gov

**FAX:** (860) 859-4792

**Southeastern Mental Health Authority**

**Office of Human Resources / Attn: Recruitment**

**401 West Thames Street, Building 301, Norwich, CT 06360**

**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. MP-02**