

State of Connecticut
Department of Social Services
Job Opportunity

Social Services Program Manager

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

Posting Date: October 24, 2014

Closing Date: October 30, 2014

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

Open To: Public and State Employees

**Position: Social Services Program Manager
105140**

Bargaining Unit: MP-64

Salary Range: \$83,464.00 - \$113,809.00

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

Eligibility Requirements: Candidates must have applied for and passed the Social Services Program Manager examination number 140970 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.

EXAMPLES OF DUTIES: This position will be located in Central Office and be responsible to direct the long term care eligibility units in both the Hartford and Bridgeport offices. Travel to those offices will be required. The position will report to the Alternate Care Unit Manager. Will oversee the processing of applications for all Medicaid waiver programs. Will be accountable for timely processing of waiver applications and working with programs operated by DMHAS and DDS. Will be responsible to evaluate the workflow and create efficiencies in the processing of waiver applications, create policies and procedures, interact with various state agencies and community providers as liaison between the eligibility unit and the entities that perform functional assessments for waiver eligibility. This position will be required to prioritize work to meet program objectives.

Expertise in waiver programs is highly desired. Familiarity with the Ascend system is preferred.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE SKILL AND ABILITY:

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.

Social Services Program Manager
Page 2

EXPERIENCE AND TRAINING:

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 equalling 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. Applications will be accepted from candidates who have taken and passed the Social Services Program Manager Examination Number 140970 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, their two (2) most recent Performance Appraisals, and Attendance Records from July 2012 to present. 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. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Please fax or e-mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Maria L. Taylor, Principal Human Resources Specialist
The Department of Social Services
Human Resources Division
55 Farmington Avenue – 5th Floor
Hartford, CT 06105
--or--
Fax: (860) 951-2979
E-mail: Christine.S.Martin@ct.gov

APPLICATIONS MUST BE RECEIVED ON OR BEFORE THURSDAY, OCTOBER 30, 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.