

CT VALLEY HOSPITAL
JOB OPPORTUNITY
SUPERVISING CHAPLAIN
ADMINISTRATIVE SUPPORT SERVICES DIVISION

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

Open To: State Employees and The Public
Location: CVH Learning Center
Job Posting No: CV102341
Hours: 1st shift, 8:00 a.m. to 4:00 p.m. (35 hours per week)
Salary: HC-31, \$73,821.00 annually
Closing Date: August 8, 2012

The Supervising Chaplain would be responsible for performing the following duties: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans department work; establishes and maintains department procedures; develops or make recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding department policies and procedures; prepares reports and correspondence; maintains an accredited Clinical Pastoral Education training program including selection of applicants; coordinates interfaith activities of agency; organizes volunteer outreach programs; conducts services; provides crisis intervention counseling; may serve as case coordinator, team director or primary therapist; may serve on a variety of in-house committees such as quality assurance committee; may direct Employees Assistance Program for facility; may participate in or direct staff meetings for development of therapeutic or institutional programs; performs related duties as required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of pastoral ministry and ability to perform requirements of formal religious services; considerable pastoral care and counseling skills; interpersonal, oral, and written communication skills; supervisory ability.

General Experience and Training: Graduation from an accredited three (3) year postgraduate theological seminary or the equivalent of a Master of Divinity degree as well as four (4) years of pastoral experience.

Special Experience: One (1) year of the General Experience must have been in institutional clinical work.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must 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).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (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.

PLEASE SEND APPLICATIONS TO:
Deb Robinson, Human Resource Associate
Connecticut Valley Hospital – Human Resources
P. O. Box 351, Middletown, CT 06457
Fax : (860) 262-5055 Phone : (860) 262-5819
Email : Deborah.A.Robinson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. P-1