

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

Children and Families Administrator

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

Open To: Public
Location: Region 6, (Meriden and New Britain Area Offices)
Job Posting No: TH99163CO
Hours: 40 hours per week
Salary: MP 73, \$118,813.00 - \$162,003.00 (Annually)
Closing Date: October 14, 2014

The Department of Children and Families is currently recruiting for a Children and Families Administrator in Region 6 (Meriden and New Britain Area Offices). In addition to overseeing the Meriden and New Britain offices, this position is responsible for managing all administration, clinical, quality improvement, foster care and provider relations in the region. The Children and Families Administrator reports directly to the Commissioner and serves as a member of the Senior Administrators Team.

MINIMUM QUALIFICATIONS - Required Knowledge, Skills and Ability: Considerable knowledge of and ability to apply management and leadership principles and techniques; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable knowledge of standards and practice of administration of child and family well-being programs including protective services, preventive services, behavioral health, child welfare, education, medical and juvenile justice; considerable knowledge of federal and state legal mandates related to administration of child welfare programs (e.g. P.L. 86-272, C.G.S. Sec 17a-9, Juan F. v. O'Neill Consent Decree); considerable interpersonal skills; considerable oral and written skills; negotiation skills; considerable ability to work effectively on an executive management team; considerable ability to effectuate change collaboratively with other administrators and managers.

General Experience: Ten (10) years of professional experience working with or on behalf of children, youth and families in one or more of the following areas: delivery of residential or institutional services, mental health, child welfare, juvenile justice or correctional services, pediatrics, nursing, K-12 public education, social and developmental services or law.

Special Experience: Five (5) years of the General Experience must be in a managerial capacity.

NOTE: Managerial capacity includes responsibility for policy setting, resource allocation, interdisciplinary service planning, coordination of service delivery and program administration.

SPECIAL REQUIREMENTS: 1. An advanced degree in social work, human services, nursing, psychology, psychiatry, public administration, business administration, health care administration, education, law or a closely related field is required. 2. Incumbents in this class may be required to travel.

Appointment: Appointed by the Commissioner of Department of Children and Families in accordance with Connecticut General Statute Section 17a-9 as amended by Public Act 11-105.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Application material can be faxed to 860-550-6433. Please reference Job Posting # **TH99163CO**.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET, HUMAN RESOURCES, 8TH FLOOR, HARTFORD, CT 06106
Attention: Taneisha Hancel

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.