



## Connecticut Department of Children and Families

# ADMINISTRATORS

Become part of a newly developed leadership team endorsed by Governor Dannel P. Malloy and led by former Justice Joette Katz, Commissioner, Department of Children and Families. The goal of this executive team is to become a national leader in the care, health, welfare and support of Connecticut's most vulnerable children and youth and the preservation of families.

The reorganization of the Department has created the need for several Administrators in our central and regional offices who have the skill and experience in the management and delivery of children's services.

We are seeking career professionals with the appropriate knowledge and experience, energy and passion to "think out of the box" in building a new comprehensive children's service system of care in our regions. Candidates with a proven track record in leading and implementing change within an organization will be favorably considered. Our reorganizational goal is to eliminate silo behaviors and empower our regional offices to "own our kids", and statewide, provide more family centered and trauma informed social worker services.

You will have the opportunity to apply your professional knowledge and skills in changing the culture of a large, complex agency from silos to collaborative team work. You will be responsible for directing resources and programs to support vulnerable children, youth and families. Also, you will experience the personal satisfaction of having a positive impact on a human service agency whose focus is on the whole child within the context of their families and their communities.

It takes a special individual to navigate these waters. It requires a person with great integrity, a passion and desire to improve the outcomes for our children, youth and their families. Are you a person who has the energy, commitment and drive to help reach our destination?

If you possess these qualities and the level of expertise to be part of this innovative team, we invite you to explore this challenging position. We are interested in learning how your work success, accomplishments and ideas can help us achieve our goals.

*We Invite You to  
Explore This  
Career Opportunity*



# THE POSITION

The Children and Families Administrator will administer the programs and operations of a region or major programmatic division in Central Office. The Administrator will provide leadership and motivation in the integration and reinforcement of programs and services to strengthen the safety and well being of children, youth and their families. This position is appointed by the Commissioner of Children and Families. You will report directly to the Commissioner and serve as a member of the DCF executive team.

## RESPONSIBILITIES

- Administers staff, programs and operations to insure compliance and uniformity in the application of departmental policies, federal and state statutes, legal mandates and management directives.
- Develops implements and evaluates operational plans, policies, performance standards and budgets in coordination with Central Office
- Determines appropriate staffing levels, directs management and coordination of staff, resources and community interaction to promote comprehensive regional service delivery.
- Establishes and maintains collaborative relationships between agency partners and community organizations to coordinate services and ensure timely service delivery and quality outcomes consistent with statutory mandates and best practices.
- Represents department at regional, state and federal functions as required.

## REQUIREMENTS

- Considerable knowledge of standards and practice of the administration of child and family well-being programs, protective and preventive services, behavioral health and child welfare is required as well as the knowledge and ability to apply relevant state and federal laws, statutes and regulations.
- The selected candidate is required to have an advanced degree in social work, human services, nursing, psychology, psychiatry, public, business or healthcare administration, education or law.
- Ten (10) years of professional experience working with or on behalf of children, youth or 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 or developmental services or law.
- Five (5) years of the General Experience must be in a managerial capacity in a large public or private organization.



# THE IDEAL CANDIDATE

The preferred candidate will demonstrate knowledge, experience and leadership in the design, delivery and management of programs and services to support vulnerable children, youth and their families.

The ideal candidate must have knowledge and experience in the following areas:

- Demonstrated leadership in leading and implementing change within an organization.
- A strong track record as a collaborative team leader working effectively with high impact teams.
- Success in building consensus and bringing diverse groups together to achieve common goals.
- Measurable success in managing a complex service organization and its members.
- Past experience and demonstrated outcomes in the ability to use data to drive decisions and to measure success.

## PERSONAL CHARACTERISTICS

- Integrity--on a personal and professional level that reflects adherence to a high standard of values.
- Persuasive--to energize people to embrace and achieve a vision and mission, innovate and implement change.
- Politically Astute and Diplomatic--in dealing with internal/external constituents and decision makers to bring diverse people together to find common ground to achieve desired outcomes.
- Patient and Pragmatic--to deal with the institutional, political and structural decision making process.



## THE AGENCY

The mission of the Department of Children and Families (DCF) is to protect children, improve child and family well being and support and preserve families. The department consists of a Central Office and 14 area offices that are currently organized into five regions. In addition, DCF is responsible for the operation of four facilities; Riverview Hospital, Connecticut Children's Place, the Connecticut Juvenile Training School and the Wilderness School.

The DCF serves approximately 36,000 children and 16,000 families at any point in time and has statutory responsibilities that span prevention, behavioral health, child welfare and juvenile services

The Department has 3,456 full time employees and recurring operational expenses are currently \$872,404,993.

[www.ct.gov/dcf](http://www.ct.gov/dcf)



# CONNECTICUT

It's the right place to grow.

Connecticut offers a quality of life that is second to none. The unique mix of cultural diversity and traditional New England character is evident in the people and places, from historic sites and a great maritime heritage, to modern urban centers. Hartford, the capital city, is centrally located just over two hours from the major hubs of Boston and New York City.

Connecticut is known for its beautiful rolling hills, lakes, charming small towns with white steeple churches, historic village greens and small farms. There are classic Ivy League universities, and excellent public and private schools. Connecticut is a thriving center of business, as well as a vacation land, offering a full variety of urban and rural residential settings for work and play.

## COMPENSATION PACKAGE

The competitive annual salary range is \$ 111,992—143,652. The State of Connecticut compensation plan includes a generous benefit package worth over 60% of the employee's annual salary. Benefits and options include: a choice of comprehensive medical & dental insurance options designed to suit your needs; optional plans include life insurance, long and short term disability insurance; Dependent Care Assistance Program, auto and homeowners insurance. Generous accrued vacation and sick and personal leave; funeral Leave; paid jury duty and 12 paid state holidays; tuition reimbursement; retirement plan; deferred compensation plan; college saving program (CHET); pre-tax option for commuters. Optional participation in Connecticut State Employees Credit Union which offers low interest mortgage rates, historically below national average, low cost personal financing.



## TO APPLY

**FILING DEADLINE: June 20, 2011**

Send resume and cover letter indicating your interest in the regional or central office position, or both to:

**Elizabeth K. Graham**

Deputy Commissioner of Administration

**E-mail: [libby.graham@ct.gov](mailto:libby.graham@ct.gov)**

**Phone: 860-550-6300**

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