



Mental Health Connecticut, Inc. (MHC) has an immediate full-time opening for a Program Manager position. This position will be a State-wide position that will require travel and working out of multiple offices. This position will be responsible to oversee the day-to-day operations the Mental Health Waiver program.

Reports to: Director of Specialized Residential Services

The Program Manager responsibilities include:

- Assist Director in assuring the smooth operations of the programs.
- Assure that quality recovery-oriented, culturally and linguistically appropriate, person and family-centered, trauma informed, and gender specific services are provided for each participant to achieve the goals and objectives that every person in recovery aims to accomplish in each program.
- Manage direct service programs by training, teaching, developing and role modeling for recovery assistants and community support persons and other staff members via consistent and open communication and other methods that produce high levels of employee engagement.
- Interview, screen, recommend hiring of and orient such program staff.
- Responsible for scheduling state-wide staff weekly and updating schedules in the electronic health record system.
- Coordinate monthly staff meetings.
- Supervise program staff so that they provide effective and efficient direct service in keeping with our mission, service standards and values.
- Interview, screen, and recommend for admission to program persons in recovery.
- Provide direct service as needed.
- Represents and implements the MHC mission and philosophy by maintaining cordial relations with other agencies, DMHAS, and the community.
- Willing and able to drive a personally owned vehicle locally and within the state.
- May be on call and required to carry a cell phone to respond to emergency situations while off site/duty. Assists in night, weekend, holiday and emergency coverage.

**Education and/or Experience:** Bachelor's degree in a social science or related field and a minimum of three years' experience at MHC or five years in community mental health. Equivalent years of experience may be substituted for education requirement. Advanced degree, license and or certification preferred. Work history MUST demonstrate strong leadership and supervisory skills.

Certificates, Licenses, Registrations: Valid CT driver's license, auto insurance and registration.

If interested in any of these opportunities, please forward cover letter and resume to:

MHC Human Resources

61 South Main Street

West Hartford, CT 06107

**Administrative Offices**

61 South Main Street, Suite 100, West Hartford, CT 06107 • T: 860-529-1970 • F: 860-529-6833 • [www.mhconn.org](http://www.mhconn.org)



Fax: 860-529-6833  
hr@mhconn.org

No Phone Calls Please  
EOE

Mental Health Connecticut (MHC) is a statewide provider agency and a member of The National Council for Behavioral Health; the agency is one of the oldest organizations (1908) in this country's mental health movement. Our philosophy is the belief that all people have a right to be treated with dignity and respect and are to be encouraged to assume the responsibilities commensurate with their rights. MHC's leadership position in promoting mental health and wellness for all Connecticut residents. Our dedication to this mission is evident through our focus on mental health education, advocacy and direct service, which promote the four pillars of recovery: home, health, purpose, and community. MHC recognizes and supports the individual needs, goals and aspirations of its clients on their way to recovery. All services and programs are provided in an environment which: 1) fosters consumer and provider growth; 2) encourages an alliance among consumers, families, providers, and the public; 3) strives for cultural competency; and 4) upholds the highest ethical standards for its employees.



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