

Program Manager- Probate for Mental Health & Family Programs
State of Connecticut
Office of the Probate Court Administrator
West Hartford

The State of Connecticut, Judicial Branch, Office of the Probate Court Administrator is seeking a Program Manager-Probate for Mental Health & Family Programs for a full-time position in its Law Department to manage, develop, and monitor programs, policies, and procedures in the areas of adult and child mental and behavioral health, impaired decision-making capacity, disabilities and related relevant areas of expertise. The areas of responsibility include programmatic development, training, and support for the Office of the Probate Court Administrator, and the sixty Probate Courts and coordination with other stakeholders.

The successful candidate must have considerable knowledge in the area of mental and behavioral health, disabilities, and cognitive impairments as they relate to children's guardianship matters, conservatorships and guardianship of the intellectually disabled, relevant agency and court policies and procedures; considerable knowledge of and ability to interpret and apply relevant state laws; considerable interpersonal skills; oral and written communication skills; computer skills; and supervisory ability.

Salary Range: \$100,682 - \$131,461 annually – plus [State of Connecticut benefits](#). New employees begin at the minimum. The starting salary for existing state employees may be higher than the minimum, in accordance with existing Judicial Branch policy.

The State of Connecticut Judicial Branch offers its employees an excellent array of health and retirement benefits including but not limited to paid holidays, vacation, sick and personal leave, group life insurance, 457 deferred compensation, voluntary flexible spending account programs, discounted auto and home insurance policies and long and short-term disability.

EXPERIENCE AND TRAINING

General Experience: Five (5) years of professional experience in a broad range of functions related to assigned areas, including some responsibility for planning, research, and systems analysis.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

2. A master's degree in a related field may be substituted for one additional year of the General Experience.

Special Requirement: Required to have a valid motor vehicle operator's license and a motor vehicle available for daily use.

Careers at the Branch play an essential role for the public and society. Our meaningful, challenging, and interesting positions have a long-lasting effect that serves to advance justice and ultimately provides for the greater good of all.

Submit resume and cover letter by August 19, 2024, to: PCAPosting@ctprobate.gov. Submissions without these two items will not be considered. No phone calls relative to this position will be accepted.

EOE