

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
MENTAL HEALTH ASSOCIATE-RV106334

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Location:** RIVER VALLEY SERVICES  
**Program/Unit:** CASP/Respite Unit – Middletown, CT  
**Shift/Schedule/Hours:** 1<sup>st</sup> shift - 7:45am to 4:15 pm, Fri, Mon, Wed, Thurs. Fri, Mon, Tues, Wed, Thurs.  
**Salary:** \$48,759.00 - \$64,709.00  
**Closing Date:** March 2, 2014

**Eligibility Requirements:**

1. Candidates must have **applied for and passed** the Mental Health Associate exam and **be on the current certification list** promulgated by the Department of Administrative Services for this classification to be deemed qualified.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Duties include but are not limited to:** Provides support and structure to clients in Respite, a temporary short-term residential unit. The Mental Health Associate is responsible for the daily functioning of Respite in the absence of the Respite Supervisor. Provides training on department philosophy and objectives. Oversees/Performs direct client care functions and other related duties, including, but not limited to: Assesses individuals in need of Respite level of care; Monitors client behavior and/or psychiatric symptoms through observation, regular contact and documentation; Facilitate and monitor client's return to the community by assisting them in assuming responsibility for activities of daily living and in developing self-help skills. Oversees transport of clients to program and community activities. Facilitate and participate in educational and recreational groups. Participate in family meetings. Conduct step down evaluations. Work collaboratively with clinical treatment teams, families and outside providers. Participate in the development of Respite treatment and discharge plans. Provides clinical therapeutic counseling and/or preventive education services to community groups and individuals, including the development and administration of curriculum on various issues relevant to the community. Prepare and maintain staff work schedule and participate in scheduling pre-booked overtime, and other related duties, as required. Supervises staff of lesser grade or related disciplines. The Mental health Associate reports to the Respite Supervisor.

**General Experience:** Three (3) years' experience at the level of Mental Health Assistant 2, LPN or its equivalent in a psychiatric setting.

**Special Requirements:** Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class are required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**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:**

Amisha S. DeSai  
Human Resources  
P.O. Box 351  
Middletown, CT 06457  
Fax: 860-262-5055/Phone:  
E-mail : [RVS-RECRUIT@CT.GOV](mailto:RVS-RECRUIT@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](http://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. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-6