

JOB POSTING

**DMHAS - Connecticut Mental Health Center
Mental Health Assistant 2- CM #26481**

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 34 Park Street, New Haven, CT 06519 (Location subject to change locally)
Program/Unit: Assertive Community Treatment Team (Act Team)
Shift/Schedule/Hours: 35 hours/week; Monday-Friday 8:30 AM-4:00 PM with rotation to 11:00 AM-6:30 PM approximately once a week
Salary: \$44,250.00 -\$59,154.00 Annually
Posting Date: Friday December 6, 2013 **Closing Date:** Thursday December 12, 2013

Duties may include but not limited to: This Mental Health Assistant 2 will function as a member of the Assertive Community Treatment (ACT) Team; a new interagency collaborative endeavor designed to provide outreach to severely mentally ill clients who often utilize emergency room and inpatient levels of care but may not follow-through with outpatient treatment. Will participate in the assessment and monitoring of team clients, both in the community and in the office; providing individual, group and family supportive counseling under the supervision of a mental health professional of higher grade. Will assist clients in the development and implementation of individual treatment and recovery plans based on their strengths and preferences. Will assist clients with decision-making and problem-solving, as well as in learning and utilizing daily living skills, budgeting, and community adaptation skills. Will advocate for services or resources that meet client needs, and participate in liaison activities to other community service providers. May supervise self-administration of oral medications. Will participate in crisis intervention. May coordinate activities for groups of clients. Will document all services provided in accordance with CMHC and regulatory standards. May assist with data collection. Will perform other duties as required. Will demonstrate the ability to articulate the recovery-oriented, "can do" philosophy that is essential to the development and functioning of a strong ACT Team.

Special Requirements: Must possess and retain a current motor vehicle operator's license. Travel required.

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

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 2 applying to a Mental Health Assistant 2 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:
DMHAS – Connecticut Mental Health Center
ATTN: Ryan Howe, Human Resources Assistant, FAX: (203) 974-7637
34 Park Street, New Haven, CT 06519
Email : Ryan.Howe@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

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 persons with disabilities and in recovery are encouraged to apply. **(NP-6)**