

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)

Mental Health Assistant 2 – WC25856

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current examination list.
Location: Recovery and Wellness - Torrington Area Office
Job Posting No: WC25856
Hours: Monday-Friday – 8:00 a.m. to 4:30 p.m. – Full Time - 40 Hours/Week
Salary Range: \$52,090 to \$69,635
Posting Date: April 7, 2015 **Closing Date:** April 13, 2015

Eligibility Requirements:

1. 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.
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.**

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator's License. Incumbents in this class may be required to travel.

Duties: Facilitate rehabilitative skills/psycho-educational groups/classes, provide support during and after classes; develop curricula and syllabi; teach students how to maintain a safe and healthy living environment; assist in developing effective coping skills, and problem solving skills to manage internal and external stressors. Role model acceptable social behavior, assist with developing an appropriate daily routine/schedule, assist with reaching personal goals and objectives, develop leisure time activities of choice. Teach daily living skills, skills to develop an appropriate natural support system, skills to recognize and utilize various community resources. Performs duties of program advisor/case manager to assigned caseload: (a) monitor and document behavior and progress upon interaction; (b) assist clients with developing person centered Recovery Plans; (c) Coordinate treatment by developing, implementing and evaluating Recovery Plans, which includes (1) referrals to other service providers as needed, and coordinate service with other providers; (2) transport and/or accompany clients to other facilities or providers, as necessary, to provide support/assistance. Monitor client's physical and psychological progress through weekly progress notes. Provide immediate crisis intervention by using de-escalation skills to ensure client safety and calling Crisis Worker or other appropriate emergency response team as needed. Maintain a current electronic health record for assigned caseloads; document daily activities and progress; coordinate person centered planning meetings; complete weekly progress notes; attend all mandatory trainings; attend workshops, in-services, case conferences; plan and work at consumer related activities. Have an extended knowledge of computers; be able to use/access WITS, Access Database, Excel and Word.

Working Conditions: Incumbents in this class may be required to lift and restrain clients and may have significant exposure to infectious and/or /communicable diseases, strongly disagreeable conditions and risk of injury.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

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). 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 - Employment Opportunities

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates=Mental Health Assistant 2** - 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 promotion/demotion candidates** must submit pages 1-7 of 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 Candidates:** Individuals 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. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6440

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (NP-6)