

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY  
MENTAL HEALTH ASSISTANT 2

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

**Open To:** State Employees and the Public (**Please see Eligibility Requirements Below**)

**Location:** Connecticut Valley Hospital ~ Addiction Services Division ~ Screening ~ Middletown, CT

**Job Posting No:** CV-23964

**Hours:** 1st Shift ~ 7:00 a.m. to 3:30 p.m. ~ Every Other Weekend ~ 72-72-80 Rotating Schedule

**Salary Range:** \$44,250 ~ \$59,154 Annually

**Closing Date:** November 14, 2013

**Eligibility Requirements:** 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.**

**Duties may include but not limited to:** The Mental Health Assistant 2 in the Screening Office is responsible for the screening and processing of referrals to the inpatient units of Merritt Hall at CT Valley Hospital. Duties include: gathering clinical information, prescreening data, monitoring availability of beds, data entry of admissions, transfers and discharges, answering phone calls to the Screening Office, working collaboratively with outside agencies to facilitate admissions, advocates for services or resources that meet client needs, participates in admission and discharge planning activities, communicates with nurses and physicians to facilitate admissions, works under the supervision of an R.N. or other mental health professional of a higher grade, may participate in assigned nursing, clinical and/or other rehabilitative interventions to meet client short and long term needs, prepares incident and accident reports, monitors client progress, participates in education and training to further skill development, protects civil rights of patients, performs related duties as required.

**Special Requirements:** Incumbents must possess and retain a current motor vehicle operator's license.

**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:** 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 **Job Posting 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:**

**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.

**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).

**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:**  
Deb Marquis – Human Resources Division – Page Hall  
Connecticut Valley Hospital  
P. O. Box 351, Middletown, CT 06457  
Fax : (860) 262-5055 / Email : Deb.Marquis@ct.gov

**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