

**JOB OPPORTUNITY – CANDIDATES ON A CURRENT EXAMINATION LIST**

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
WESTERN CONNECTICUT MENTAL HEALTH NETWORK  
HUMAN SERVICES ADVOCATE – WC100632**

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

**Open To:** See Eligibility Requirements Below  
**Location:** Administration – Danbury Area  
**Job Posting Number:** WC100632  
**Hours:** Monday & Wednesday & Friday – 8:00 a.m. – 4:30 p.m.  
Tuesday & Thursday – 11:00 a.m. – 7:30 p.m.  
**Salary:** \$55,684  
**Posting Date:** June 29, 2012      **Closing Date:** July 5, 2012

**Eligibility Requirements:**

1. Candidates must have applied for and passed the Human Services Advocate 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 Requirement:** Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class may be required to travel.

**Duties may include but not limited to:** Provide advocacy and educational services to individuals in recovery promoting empowerment, choice and leadership within the Greater Danbury area. Responsible for managing client grievance process. providing intakes, documentation and investigations. Facilitates Recovery and Wellness classes such as: Computer Lab, Weight Management, etc. Assists with coordinating special activities such as Recovery Conference, Annual Consumer Picnic, etc. Participates in various Network committees. Provides education to the community on Advocacy and related mental health issues to increase public awareness and decrease stigma.

**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).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (ex. Human Services Advocate applying to a Human Services Advocate 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 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 Meeting The Eligibility Requirements:** 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:**

**Angela M. Baker, Human Resources Associate – 203-805-6411**

**1) Email : Angela.Baker@ct.gov**

**OR**

**2) Fax: (203) 805-6432**

**OR**

**3) Postal Mail: Western Connecticut Mental Health Network  
55 West Main St., Suite 410, Waterbury, CT 06702-5501**

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. (P-2)