

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
CAPITOL REGION MENTAL HEALTH CENTER  
JOB OPPORTUNITY – CANDIDATES ON A CURRENT EXAMINATION LIST  
Mental Health Assistant 2 – Spanish Speaking Requirement  
COMMUNITY SUPPORT PROGRAM**

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

**Open To:** STATE EMPLOYEES - See Eligibility Requirements Below  
**Location:** 500 Vine Street, Hartford, CT 06112  
**Job Posting No:** CR-101197  
**Hours:** 1st shift/8:00 a.m. to 4:30 p.m./Monday through Friday/ 40 hours per week  
**Salary:** \$49,099.00 annually  
**Closing Date:** July 12, 2012

**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.

**Duties may include but not limited to:** Functions as a team member of a case management or crisis intervention team; participates in assessment crisis, monitoring within facility or community at large (i.e. emergency rooms jails, homeless shelters, outpatients programs, etc.); provides individual, group and/or family supportive treatment under appropriate supervision; identifies and reinforces client skills, strengths, resources and preferences; applies accepted standards of nursing care to clients; participates in community outreach programs that include crisis intervention and family contact in home settings; identifies and accesses wide range of community resources; participates as a liaison to community agencies; makes arrangements for outpatient appointments; consults with care givers in other facilities regarding crisis intervention techniques; manages client behaviors through verbal communication when necessary; may problem solve with clients in community.

**General Experience:** Three (3) years' experience at the level of Mental Health Assistant 1.

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

**Working Conditions:** Incumbents in this class may be exposed to some risk of injury from assaultive and/or abusive clients.

**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:**

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: (Please choose only one)**

**Ramona Sablón, HR Director, 860-297-0905**

**Email : [jellena.jones@ct.gov](mailto:jellena.jones@ct.gov) / Fax: (860) 297-0931 OR**

**Postal Mail: Capitol Region Mental Health Center, 500 Vine Street, Hartford, CT 06112**

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