

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
INTERPRETER FOR DEAF AND HEARING IMPAIRED—CR 101985
DEAF AND HARD OF HEARING UNIT

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

Open To: The Public
Location: CAPITOL REGION MENTAL HEALTH CENTER, 500 VINE STREET, HARTFORD, CT
Job Posting No: CR 101985
Hours: 1st shift: Monday – Friday, 8:00 a.m. to 4:30 p.m. (40 hours per week)
Salary: \$55,684.00 annually
Closing Date: July 5, 2012

Duties include: Serves as interpreter for Deaf and Hard of Hearing team at the mental health center. Provides interpretation services for clients of the Center who are deaf or hard of hearing. Also assists team staff with interpreting for communication with other clinical and administrative staff at the agency. Provides interpretation services for staff events, training, meetings, and other events. Manages triage calls in conjunction with clinical staff. May accompany clients to off site locations to provide interpretation services in community settings; performs related duties as required.

General Experience and Training: Experience as an interpreter in a variety of situations involving the deaf and hearing impaired.

Special Requirement: Incumbents in this class must possess a National Interpreting Certification and be a registered Interpreter with the Commission on Deaf and Hearing Impaired. Incumbents must also possess and retain a valid motor vehicle operator's license.

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:

- **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
- **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:

Ramona Sablón, HR Director, 860-297-0905

1) **Email** : jellena.jones@@ct.gov

OR

2) **Fax**: (860) 297-0931

OR

3) **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

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 and strongly encourage the applications of women, minorities and persons with disabilities. **P-2**