

JOB OPPORTUNITY

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

Mental Health Assistant 2 – WC106335

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

Open To: Candidates on a current examination list.
Position Number: WC106335
Program/Unit: Respite Program / Waterbury Area Office
Shift/Schedule/Hours: 1st Shift – 8:00 a.m. - 4:30 p.m. – Full Time – 40 Hours/Week
Monday – Friday / Every Other Weekend
Salary Range: \$50,572 to \$67,606
Posting Date: October 18, 2013 **Closing Date:** October 24, 2013

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: Provides shift supervision, support and coverage to staff as needed. May have access and ability to use WCMHN health care professional and paraprofessional overtime data base. Provides residential services to forensic and non-forensic consumers in a transitional setting. Provides monitoring and therapeutic interventions to consumers requiring intense one to one supervision. Monitors and documents consumers behavior and progress. Stores and monitors self-administration of consumer medications according to consumers individual treatment and maintains documentation on such. Provides direct care services in a culturally appropriate manner. Provides recovery oriented practice. Prepares food as appropriate to the care, treatment and services provided. Enters data into computer to track information and collect statistics. Maintains a communication link with the other WCMHN staff relative to day to day operations of the Respite Program. Monitors staff compliance with relevant policies and procedures. Participates in ongoing in-service education. Maintain client and program safety.

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=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:

Julie Roy, HR Assistant - 203-805-6407

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6432

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

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)**