

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
CAPITOL REGION MENTAL HEALTH CENTER  
JOB OPPORTUNITY  
MENTAL HEALTH ASSISTANT 2

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

**Open To:** The Public  
**Location:** Assertive Community Treatment (ACT) Program, 500 Vine Street, Hartford, CT  
**Job Posting No:** CR-106975  
**Hours:** 1<sup>ST</sup> Shift; Monday – Friday; 8:00 am - 4:30 pm ~ 40 hours per week  
**Salary Range:** (FK 18) \$50,572.00 to \$67,606.00 Annually  
**Posting Time Frame:** January 24, 2014 to January 30, 2014

**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:** Function as a member of an Assertive Community Treatment (ACT) Program, a mobile, multi-disciplinary team which provides a higher level of care to adults with serious mental illness and co-occurring substance use disorders who are in need of intensive community supports. The ACT program follows and complies with the ACT fidelity requirements to ensure positive outcomes for the individuals served and gives priority to those individuals that are leaving state psychiatric inpatient programs, nursing homes and prisons. The ACT Program serves approximately 55 individuals utilizing a person centered, recovery based team approach. Services include: assertive community outreach, mental health, substance abuse & peer support services, vocational assistance family education and wellness skills training. The Mental Health Assistant 2 participates in rehabilitative interventions to meet clients' needs; advocates for services that respond to clients preferences; independently provides case management services including, but not limited to, life skills training such as budgeting, daily living skills, social skills, problem solving techniques, housing, vocational, hygiene and personal care, medical/dental care and life skills in general and transportation. Most of these interventions are provided in community settings (home, etc.). Identifies and facilitates use of appropriate support networks. Participates as a liaison to community agencies, arranges for outpatient appointments and participates and assist in crisis intervention. Performs direct client care functions, documents services in the medical records as required and per the standards of governing bodies. Prepares incident and accident reports and performs any other related duties as required.

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

**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.

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head Nurse 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.

**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:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**E-Mail:** [crmhcrecruitment@ct.gov](mailto:crmhcrecruitment@ct.gov) OR Fax: (860) 297-0931

**Ramona Sablón, Human Resources Specialist**  
Capitol Region Mental Health Center – Human Resources Division  
500 Vine Street, Hartford, CT 06116

**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)