

JOB OPPORTUNITY

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

Mental Health Assistant 2 – WC107317

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

Open To: Candidates on a current examination list.

Location: ACT - Assertive Community Treatment Program / Waterbury Area Office

Job Posting No: WC107317

Hours: Monday-Friday (And Holidays) – 8:00 a.m. to 4:30 p.m. – 40 Hours/Week
One Day Per Week – 10:00 a.m.-6:30 p.m.

Salary Range: \$50,572 to \$67,606

Posting Date: February 25, 2014 **Closing Date:** March 03, 2014

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: Responsible for providing for WCMHN, Waterbury Area Assertive Community Treatment Team (ACT) services to individuals of the team. Provides services in the community and the office with multi-contacts per week as needed. Provides services that are client centered which promote recovery. Works in an interdisciplinary team. Responsible for the planning, implementation and evaluation of rehabilitation activities; teach and assist clients to achieve/acquire necessary daily living skills, education, leisure activities, and empowerment skills to improve quality of life; Develops, implements and evaluates integrated treatment plans; performs assessments to determine appropriate interventions; provides recovery oriented practice; provides engagement and social skills training; performs discharge planning. Provides individual supportive counseling and/or co-lead groups. Monitors self-administration of consumer medications according to consumer's individual treatment and maintains documentation on such. Performs basic risk assessment. Participates in meetings. Maintains accurate, up to date medical records. Provides direct care services in a culturally appropriate manner. Provides recovery oriented practice. Participates in ongoing in-service education. Maintain client and program safety. Must be organized and must possess computer skills to complete documentation and data entry in a timely manner. Demonstrates an understanding of cultural diversity and fosters cultural sensitivity to client's needs. Report incidents as delineated by WCMHN policy. Provide CPR and first aid as necessary. Observe all confidentiality and clients rights regulations. Perform other duties as required.

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.

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). 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

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:

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6432

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)**