

JOB OPPORTUNITY *

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
WESTERN CONNECTICUT MENTAL HEALTH NETWORK
HUMAN SERVICES ADVOCATE – Position Number: WC25849

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

* **Open To:** See Eligibility Requirements Below

Location: Administration – Torrington Area

Shift/Schedule/Hours: 1st Shift / Monday-Friday – 8:00 a.m. – 4:30 p.m.

Posting Date: August 17, 2012

Closing Date: August 23, 2012

Eligibility Requirements:

1. **This is a competitive classification:** Candidates must have applied for and passed the Human Services Advocate 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 Requirement: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class may be required to travel.

Duties may include but not limited to: Provide advocacy and educational services to individuals in recovery promoting empowerment, choice and leadership within the Greater Torrington area. Responsible for managing client grievance process providing intakes, documentation and investigations. Possess good communication skills and present to contract agencies and consumer groups on a variety of recovery topics. Lead and organize Consumer Advisory Board. Organize and promote consumer events. Teach Recovery and Wellness courses, which include the stipends work programs. Represent consumer concerns at Consumer Action Group and Consumer Action Board.

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** (ex. Human Services Advocate applying to a Human Services Advocate 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 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 Meeting The Eligibility Requirements:** 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:

Angela M. Baker, Human Resources Associate – 203-805-6411

1) **Email:** Angela.Baker@ct.gov

OR

2) **Fax:** (203) 805-6432

OR

3) **Postal Mail:** Western Connecticut Mental Health Network
55 West Main St., Suite 410, Waterbury, CT 06702-5501

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. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (P-2)