

JOB OPPORTUNITY – CANDIDATES ON A CURRENT EXAMINATION LIST

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
WESTERN CONNECTICUT MENTAL HEALTH NETWORK
MENTAL HEALTH ASSISTANT 2 – POSITION NUMBER: WC26878**

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

Open To: See Eligibility Requirements Below
Location: Young Adult Services/Community Support Program-1 – Torrington Area
Job Posting No: WC26878
Hours: 1st Shift – Monday-Friday – 8:00 a.m.-4:30 p.m. - Every Other Weekend
Salary: \$49,099
Posting Date: June 29, 2012 **Closing Date:** July 5, 2012

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 license. Incumbents in this class may be required to travel.

Duties may include but not limited to: Carries assigned client caseload in Young Adult Services that provides case management services which includes but is not limited to assessing, coordinating, monitoring, teaching, skill building and advocating in partnership with clients. Participates as a member of a multidisciplinary treatment team. Develops knowledge base and skills in providing services to clients with complex psychiatric disorders, psychosexual behaviors, Autism Spectrum Disorders, significant trauma history, substance abuse, personality disorders. Promotes effective working relationships with client's family and significant others; develops working knowledge and therapeutic relationships with community service providers. Delivers and coordinates responsive care to clients especially during crises, hospitalizations and legal involvements

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. Mental Health Assistant 2 applying to a Mental Health Assistant 2 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:** 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. (NP-6)