

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CAPITOL REGION MENTAL HEALTH CENTER
JOB OPPORTUNITY – FOR CANDIDATES ON A CURRENT EXAMINATION LIST
MENTAL HEALTH ASSOCIATE**

Young Adult Services, Hilltop Program (Residential)

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

Open To: STATE EMPLOYEES - See Eligibility Requirements Below
Location: 500 Vine Street/559 Blue Hills Avenue, Hartford, CT 06112
Job Posting No: CR-26971
Hours: 1ST Shift / 8:00 a.m. to 4:30 p.m. / Monday-Friday / 40 Hours per week
Posting Dates: October 3, 2012 through October 9, 2012 9, 2012

Eligibility Requirements:

1. Candidates must have **applied for and passed** the Mental Health Associate exam and **be on the current certification list** promulgated by the Department of Administrative Services for this classification to be deemed qualified.
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.

Duties may include but not limited to: Functions as a member of a clinical-case management team in a 10 bed transitional living supervised apartment program that provides 24hrs, 7 days a week services to young adults transitioning into the community from DCF and other residential or inpatient settings. Provides young adults with behavioral health problems, including substance use disorders, trauma, sexual behavior problems, pervasive developmental disorders, high risk behaviors, with activities to help develop and maintain the skills necessary to achieve maximal level of independent functioning. Coordinates, facilitates, and oversees the full range of case management services, skills building and rehabilitative interventions provided by self, and other mental health assistants 1 & 2, such as: life skills training, educational and vocational goals, budgeting, community adaptation, supportive treatment, community integration, medical appointments, etc. Documents services provided in the medical records following the standards of governing bodies and completes any other reporting requirements such as: incident, accident reports, etc. Provides assistance with the administrative operation of the program by developing the schedule for the MHA's, reviewing the timesheets, scheduling mandatory trainings, arranging for coverage, identifying the need for additional coverage, overseeing the state car utilization, etc. Provides direct supervision of MHA's 1&2 including responsibility for: assignment of tasks, communicating between overlapping shifts, evaluating performance, providing education, training and support to the MHA's

General Experience: Three (3) years' experience at the level of Mental Health Assistant 2, LPN or its equivalent in a psychiatric setting.

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class are required to travel.

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: 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: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Job Posting 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** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 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.

PLEASE SEND APPLICATIONS TO: (Please choose only one)

Ramona Sablón, HR Director, **Capitol Region Mental Health Center, 500 Vine Street, Hartford, CT 06112**

OR Email: jellena.jones@ct.gov OR Fax: (860) 297-0931

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