

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CAPITOL REGION MENTAL HEALTH CENTER
JOB OPPORTUNITY – FOR CANDIDATES ON A CURRENT EXAMINATION LIST
MENTAL HEALTH ASSISTANT 2

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/556 558 Blue Hills Avenue, Hartford, CT 06112

Job Posting No: CR-27340

Hours: 1st Shift – 8:00 a.m. to 4:30 p.m. - 5 shifts per week, every other weekend and holidays / 40 Hours per week

Salary: \$49,099.00 annually

Closing Date: October 9, 2012 through October 15, 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.

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 residents of the program with activities to help develop and maintain skills necessary to achieve maximal level of independent functioning; participates in rehabilitative interventions to meet clients needs; advocates for services that respond to clients preferences; independently provides case management services; identifies and facilitates use of appropriate support networks; participates as a liaison to community agencies; arranges for outpatient appointments and participates 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; acts as a role model and participates in crisis intervention; performs any other related duties as required.

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

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

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

Postal Mail: Capitol Region Mental Health Center, 500 Vine Street, Hartford, CT 06112

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