

JOB OPPORTUNITY

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

Mental Health Assistant 2 – WC28122

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

**Open To:** Candidates on a current examination list.  
**Position Number:** WC28122  
**Program/Unit:** Young Adult Services (YAS) / Torrington Area Office  
**Shift/Schedule/Hours:** 1st Shift – 8:00 a.m. - 4:30 p.m. – Full Time - 40 Hours/Week  
Monday-Friday - Every Other Weekend  
**Salary Range:** \$50,572 to \$67,606  
**Posting Date:** October 18, 2013      **Closing Date:** October 24, 2013

**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 to multiple WCMHN sites.

**Duties:** Provides case management services to clients residing at the Young Adult Transitional Housing Program. Case management services include but are not limited to assessing, coordinating, monitoring, teaching and advocating in partnership with the clients. Participates as a member of a multidisciplinary treatment team. Participates in the implementation of treatment plans, skill building modules and behavioral plans. Promotes effective working relationships with client families 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. Demonstrates an understanding of cultural diversity and fosters cultural sensitivity to clients' needs. Documents clients' progress in the medical record. Motivate and support clients in their Recovery while assisting them establish a natural support system. Has knowledge of development stages relevant to young adults age 18-25 years. Understanding of trauma sensitive services and practices.

**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=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:**

**Julie Roy, HR Assistant - 203-805-6407**

**Email: [Julie.Roy@ct.gov](mailto:Julie.Roy@ct.gov)**

**OR**

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

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](http://www.ct.gov/dmhas) - Employment Opportunities

**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)