

JOB OPPORTUNITY

REVISED - DUTIES

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

WESTERN CONNECTICUT MENTAL HEALTH NETWORK

MENTAL HEALTH ASSISTANT 1 – Position Number: WC509LTO

OPEN TO DISTRICT 1199 STATE EMPLOYEES ONLY

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

Open To: DISTRICT 1199 STATE EMPLOYEES ONLY
Location: Western Connecticut Mental Health Network
Program/Unit: Young Adult Services/Community Support Program-Team 2 – Torrington Area
Shift/Schedule/Hours: 2nd Shift – 12:00 p.m.-8:30 p.m. – Monday-Friday – 40 Hours Per Week
Closing Date: December 13, 2012

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status as a Mental Health Assistant 1 may apply.

Duties may include but not limited to: Provides daily skill building, medication supervision and support to Young Adults living in the community. Participates as a member of a multidisciplinary treatment team. Participates in the implementation of Recovery plans and behavioral plans. Documents client progress in the medical record. Develops knowledge and skills in providing services to clients with complex psychiatric disorders. Promotes effective working relationships with client's family, significant others and 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 sensitive care to meet clients' needs.

Substitution Allowed: An Associate's degree in mental health technology may be substituted for the General Experience. Two (2) years of college training in a behavioral science, social work, rehabilitation therapy or its equivalent may be substituted for the General Experience. Completion of a mental health trainee certificate program may be substituted for six (6) months of the General Experience.

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.

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.

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 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 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 STATE Employees:** 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.

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

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)**