

Capitol Region Mental Health Center  
Employment Opportunity  
Occupational Therapy Supervisor – CR97227  
**CLOSING DATE EXTENDED**

[PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** The Public  
**Location:** 500 Vine Street, Hartford, Connecticut  
**Program/Unit:** Young Adult Services – Outpatient Program  
**Shift/Schedule/Hours:** 1<sup>st</sup> Shift; Monday – Friday; 8:00 a.m. to 4:30 p.m. (40 hours per week)  
**Salary:** \$70,051.00 Annually  
**Closing Date:** February 9, 2011

**Duties may include but not limited to:** Plans, directs, and/or contributes to planning and directing of an occupational therapy program used to provide clients with habilitation/ rehabilitation activities in Young Adult Services Outpatient Program; develops diagnostic tools and administrative procedures for occupational therapy department; supervises and instructs staff in occupational therapeutic techniques and implementation of various procedures; provides in-service training; supervises therapy staff and reviews their reports; conducts or participates in case conferences, client study meetings or clinics to provide consultation to attending physician and other therapeutic disciplines regarding client level of functioning, treatment plans and progress; attends training conferences and lectures on occupational therapy and related topics; develops and maintains reporting and recording procedures for client care and administrative matters; prepares and maintains reports on client diagnosis, treatment and progress; maintains inventories and orders supplies and equipment; may assign clients to activity groups; may supervise related therapy areas; may meet with other department heads to coordinate occupational therapy with other programs in facility or institution; may develop occupational therapy policies and procedures may prepare occupational therapy department budget; may conduct occupational therapy staff meetings to discuss clinical and administrative issues; may maintain liaison with local and state agencies for continuance of vocational and educational training of discharged clients; may make home visits and/or transport and escort clients off grounds; may represent the occupational therapy department by speaking to community groups; performs related duties as required.

**General Experience and Training:** Two (2) years' experience as an Occupational Therapist

**Special Requirements:** Incumbents must be registered as a licensed Occupational Therapist in the State of Connecticut or possess a temporary permit to practice Occupational Therapy at the time of appointment.

**Eligibility Requirement:** DMHAS employees currently holding the above title may apply. State employees who possess the general and special experience and/or special requirement may apply for promotion opportunity.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**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 promotional 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.

Ramona **Sablón**, Human Resource Associate  
Human Resource Services Center – Employment Services  
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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](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Department of Mental Health and Addiction Services is an Affirmative Action/Equal Opportunity Employer. Members of protected classes and/or individuals in recovery are encouraged to apply. P-1