

JOB POSTING
Capitol Region Mental Health Center

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT – CR97560

PLEASE NOTE: the location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 500 Vine Street, Hartford, CT 06112
Program/Unit: Community Support Program (C.S.P.)
Shift/Schedule/Hours: 1st Shift; Monday through Friday, 8:00 a.m. to 4:30 p.m. – 40 hours per week
Salary: \$49,099.00

Posting Date: December 22, 2011 **Closing Date:** January 22, 2012 (or until filled)

Duties may include but not limited to: Trains clients in personal skills essential for privacy and independence including, personal hygiene, dressing, bathing, grooming, communication skills, etc; designs therapy intervention programs; assists in development of treatment plans and implements direct occupational therapy interventions; trains direct care staff to implement programs; implements physicians therapy orders; in addition to carrying case load in CSP, also serve to transfer skills and knowledge to entire team, and educate team on teaching of skills, performs other related duties as required.

General Experience and Training: Incumbents in this class must possess and maintain a license as a Certified Occupational Therapy Assistant issued by the Connecticut State Department of Public Health in accordance with the applicable Connecticut General Statutes.

Special Requirements: Incumbents in this class must possess and maintain a CT Driver's License.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

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 **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** (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:
Capitol Region Mental Health Center
500 Vine Street, Hartford, CT 06112
Fax: 860-297-0931 Phone : 860-297-0924
Email : ramona.sablon@po.state.ct.us, HR Associate

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.

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