

**JOB POSTING**  
**Capitol Region Mental Health Center**

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT- CR99907**

**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:** Young Adult Services, OUTPATIENT  
**Shift/Schedule/Hours:** 1<sup>st</sup> Shift; 5 shifts per week; every fourth (4<sup>th</sup>) weekend and some holidays; 8:00 a.m. to 4:30 p.m. – 40 hours per week  
**Salary:** \$49,099.00  
**Posting Date:** December 5, 2011 **Closing Date:** January 5, 2012 (or until filled)

**Duties may include but not limited to:** Functions as a member of a clinical-case management outpatient team servicing young adults transitioning into the community from DCF and other residential or inpatient settings; provides young adults with "in vivo" activities to help develop and maintain the skills necessary to achieve maximal level of independent functioning in the community. Under the supervision of a Licensed Occupational Therapist, assist with the assessment / evaluation of client's functioning. Implements plans to train clients in life skills such as, but not limited to: personal skills such as hygiene etc, interpersonal skills, social skills, community adaptation, problem solving, activities of daily living such as cleaning, cooking, budgeting etc.; implements direct occupational therapy interventions; trains direct care staff to implement plans/programs; documents services in the medical records as required and per standards of governing bodies; 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.

Ramona Sablón, Human Resource Associate, 860-297-0924

**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.sablón@po.state.ct.us](mailto:ramona.sablón@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](http://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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