

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
CAPITOL REGION MENTAL HEALTH CENTER  
JOB OPPORTUNITY

Recovery Support Specialist {RSS}  
(Possible underfill as Recovery Support Specialist Trainee {RSST})

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

**Open To:** The Public  
**Location:** CRMHC, 500 Vine Street, Hartford, CT  
**Program/Unit:** Behavioral Health Home/Outpatient Clinics  
**Job Posting No:** CR-111562  
**Hours:** 1<sup>st</sup> shift/8:00 a.m. to 4:30 p.m./Monday thru Friday/40 hours per week  
**Salary Range:** RSS \$43,043.00 to \$58,354.00 (Annually)  
RSST \$41,133.00 to \$55,877.00 (Annually)  
**Posting Date:** May 12, 2015 **Closing Date:** May 18, 2015

**Duties include but are not limited to:** Coaches, supports, and mentors people in recovery in their health, wellness, and recovery. Assists individuals in identifying, setting, and achieving their recovery goals; links people with community health support organizations and primary care; coordinates and or provides workshops and self-help activities; sets up topics or presents topics; represents the clients and the agency; provides the person in recovery perspective for other employees. Provides outreach and engagement into primary care; provides assistance with health and wellness appointments and activities; provides advocacy and education on treatment barriers and discrimination; helps individuals recognize their capacity for recovery and resilience; models successful recovery strategies; participates in Health Management Strategies for Recovery and Wellness Team Meetings. Collaborates with client leadership group; assists clients in securing emotional, vocational, and social supports as determined by the clients, and enters services into the medical record; Demonstrates basic competence in entering information into electronic or paper medical record, progress notes, documentation towards service goals and objectives, attending rounds, departmental and agency meetings; Demonstrates basic competency in providing services for clients with co-occurring disorders; performs related duties as required.

**General Experience:**

RECOVERY SUPPORT SPECIALIST: Six (6) months experience as a Recovery Support Specialist Trainee.

\*RECOVERY SUPPORT SPECIALIST TRAINEE: Completion of the Recovery Support Specialist Certification.

**~ COPY OF REQUIRED RSS CERTIFICATION MUST BE FAXED OR MAILED IN WITH APPLICATION ~**

**Special Requirements:** Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class must possess and maintain Recovery Support Specialist Certification. Incumbents in this class are required to travel. **Incumbents in this class must complete the RSS certification prior to applying. Certificate must be faxed with the application.**

**Working Conditions:** Incumbents in this class may be required to lift and restrain clients and may have significant exposure to infectious and/or /communicable diseases, strongly disagreeable conditions and risk of injury.

**\*Career Progression:** After completion of six (6) months of successful and satisfactory performance as a Recovery Support Specialist Trainee, an incumbent will be moved to the Recovery Support Specialist classification (*on the first pay period following the completion of the six (6) month requirement*).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head Nurse 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.

**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:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**E-Mail:** [crmhcrecruitment@ct.gov](mailto:crmhcrecruitment@ct.gov) OR Fax: (860) 297-0931

Ramona Sablón, Human Resources Specialist  
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**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