

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CAPITOL REGION MENTAL HEALTH CENTER
JOB OPPORTUNITY – FOR CANDIDATES ON A CURRENT EXAMINATION LIST
MENTAL HEALTH ASSISTANT 2 – SPANISH SPEAKING REQUIREMENT
Community Support Services (CSP)**

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

Open To: STATE EMPLOYEES - **See Eligibility Requirements Below**
Location: 500 Vine Street, Hartford, CT 06112
Job Posting No: CR-26789-1
Hours: 1st shift/8:00 a.m. to 4:30 p.m. Monday through Friday; 40 Hours per week
Salary Range: \$52,090.00 to \$69,635.00 annually
Posting Dates: July 22, 2014 through July 28, 2014

Eligibility Requirements:

1. Candidates must have **applied for and passed** the Mental Health Assistant 2 exam and **be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties may include but not limited to: **Duties may include but not limited to:** Function as a team member of a CSP/ RP team: participate in C.A.S.I.G assessment and linkage to community services; teach/role model skills needed to manage independent community living to a case load of approximately 20 assigned clients; provide Targeted Case Management interventions to assigned case load; participate in community outreach that includes family contact in home settings; identify and access wide range of community resources; participates as a liaison to community agencies; make arrangements for outpatient appointments; keep clinical treatment team informed of observations made during client contacts, under appropriate supervision; may co-lead psycho-social rehab groups; manage client behaviors through verbal communication when necessary; may problem-solve with clients in the community; enter data into the electronic health record; complete required clinical documentation including, but not limited to, Functional Assessments, the Rehabilitation section of the Person-Centered Recovery plans, and Progress (encounter) Notes; participates in CSP/RP individual supervision as scheduled; complete time sheet electronically into the CORE system; use the computer independently on a daily basis. Other related duties as assigned.

General Experience: Three (3) years' experience at the level of Mental Health Assistant 1.

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class are required to travel. **Incumbents are required to have ability in Spanish oral and written communication.**

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.

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 **Job Posting 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.

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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