



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

COMMUNITY CLINICIAN

ANNUAL \$53,828 SALARY: \$73,036 **SALARY GROUP: HC 22** **APPLICATION CLOSING DATE: SEE BELOW** **EXAM NO: 041710CRPD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.
(REISSUED WITH DATE FOR 2015)

PURPOSE OF CLASS: In a state agency community based behavioral health program this class is accountable for providing clinical assessment and evaluation of treatment programs for an on-going primary caseload of clients for a behavioral health treatment team.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: A Bachelor's degree in a health care field and two years of experience working independently using clinical case management techniques in a Behavioral Health setting. [Note: Case management is defined as primary responsibility for the implementation, monitoring, evaluation and assessment of client progress towards meeting treatment objectives as outlined in an approved treatment plan.]

SUBSTITUTIONS ALLOWED: (1) A Master's degree in counseling, psychology or other clinical discipline may be substituted for one year of the General Experience. (2) A current Connecticut license as a registered professional nurse and two years of experience working in a psychiatric setting may be substituted for the Bachelor's degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must possess and retain licensure or certification in designated positions. (2) Incumbents in this class may be required to be a certified substance abuse counselor. (3) Incumbents in this class may be required to have knowledge of sign language and communication ability with the deaf and hearing impaired in designated positions. (4) Incumbents in this class may be required to have ability in Spanish oral and written communication in designated positions. (5) Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury from assaultive and/or abusive clients.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of behavioral health counseling techniques; knowledge of social work methodology, casework, group work and community mobilization; knowledge of family dynamics and dynamics of interpersonal relationships; knowledge of social, cultural, economic, medical, psychological and legal issues which influence attitudes and behaviors of clients and families; knowledge of community resources available to individuals and families; knowledge of approaches to treatment; knowledge of psychotropic and addiction medications; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to prepare clear and concise reports and case histories.

THE EXAMINATION WILL BE COMPOSED OF:

	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Community Clinician, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Community Clinician cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience providing clinical case management services to an on-going caseload of clients in a behavioral health setting. Describe your experience in the following areas: implementing treatment plans; providing clinical assessment and evaluation of clients; performing intake, evaluation and assessment of treatment programs; outreach, counseling and/or referral to service providers. Be specific as to the type and size of the program(s), the client population and numbers in your caseload, the type of facility in which you worked and the degree of independence that you had. Be detailed in relating your job responsibilities in these areas. **(2)** Experience working with service providers and community support systems and agencies relative to client services. Detail the nature of your contacts with these agencies/organizations, the type of agencies/organizations with whom you worked and the purpose of the contact. Describe experience consulting with these agencies and referring clients for services and the types of services involved. Include information regarding monitoring and follow-up of client progress. **(3)** Oral and written communications experience. Indicate your experience preparing written treatment plans, client progress reports, correspondence and other written materials including the purpose, use, information recorded and for whom it was prepared. Also, describe any consulting experience, public speaking experience, service on committees and taskforces and experience providing education and training to clients, organizations or the public at large. Be specific as to the purpose of these contacts, to whom they were provided and your exact role. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and examination materials will be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. **(5)** Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658. **(Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** A separate application/examination package must be submitted for each examination you are applying for. **(8)** Application/examination package must be date stamped by DAS/Human Resources or postmarked by **April 10, 2015 for the May 27, 2015 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any one of the Offices of the Connecticut State Job Centers.

(reissued December 15, 2014)

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, persons with disabilities and military veterans.