



**CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
MENTAL HEALTH ASSISTANT 2**

**ANNUAL \$44,250
SALARY: \$59,154**

**SALARY
GROUP: HN 18**

**APPLICATION CLOSING
DATE: SEE BELOW**

**EXAM
NO: 000870CAPD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REISSUED WITH DATES FOR 2014)**

PURPOSE OF CLASS: In the Department of Mental Health and Addiction Services, hospital, community behavioral health facility or program, this class is accountable for leading Mental Health Assistants in the assessment, planning and implementation of paraprofessional nursing, clinical and/or rehabilitative interventions designed to support client short and/or long-term needs. In outpatient or community programs this class is accountable for independently performing the full range of paraprofessional functions in case management and crisis intervention services.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Three years' experience at the level of Mental Health Assistant 1.

SUBSTITUTIONS ALLOWED: (1) College training in mental health technology, a behavioral science, social work, rehabilitation therapy or its equivalent may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of two years. (2) Completion of a mental health trainee certificate program may be substituted for six months of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to be bilingual or fluent in American Sign Language. (2) Incumbents in this may be required to possess and retain a current Connecticut Motor Vehicle Operator license. (3) Incumbents in this class may be required to travel.

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.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of psychiatric rehabilitation and/or case management principles, practices and procedures; considerable knowledge of acceptable standards of nursing care; knowledge of dynamics of human behavior; knowledge of hygiene and sanitation; knowledge of safety and fire procedures and security measures; knowledge of community resources and programs; considerable interpersonal skills; considerable communication skills; considerable counseling skills; observation skills; ability to lead staff; ability to supervise client activity; ability to interpret and implement agency and/or facility policies and procedures; ability to apply principles of therapeutic counseling under supervision; ability to develop curricula and instruct groups; organizational ability; ability to understand, interpret and carry out oral and written instructions.

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 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 Mental Health Assistant 2, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Mental Health Assistant 2 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 in the care and treatment of adults with psychiatric, addiction and/or substance abuse disorders. Describe your specific responsibilities providing inpatient, outpatient, community, and/or crisis intervention services. Be specific as to which activities you performed independently, assisted others in performing, or performed as part of a team. (2) Experience leading and/or supervising staff. Include the numbers and job titles of the staff you directly led and/or supervised and your specific lead and/or supervisory responsibilities (e.g., assigning and reviewing work, conducting service ratings, conducting one-on-one and group training programs). **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 supplemental examination materials may 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 the fax transmittal receipt for your records. Make certain that your application form is 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 **January 14, 2014 for the March 3, 2014 grading date; and by July 14, 2014 for the September 2, 2014 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>) and at the Department of Mental Health and Addiction Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

(revised December 23, 2013)

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