



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

**ANNUAL \$50,222
SALARY: \$66,651**

**SALARY
GROUP: HN 20**

**APPLICATION CLOSING
DATE: SEE BELOW**

**EXAM
NO: 000880CAPD**

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

PURPOSE OF CLASS In a Department of Mental Health and Addiction Services hospital, community behavioral health facility or program this class is accountable for the administration of a designated number of wards or units or a major clinical training program for mental health assistants. In outpatient divisions and community programs or clinics, this class is accountable for the direct supervision of mental health assistants and/or independently performing a full range of advanced para-professional functions in case management and crisis intervention services or the administration of a complex program component.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES** WHO HAS PERMANENT STATE STATUS*, 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 2, LPN or its equivalent in a psychiatric setting.

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 class may be required to travel and possess and retain a current Connecticut Motor Vehicle License.

WORKING CONDITIONS: Incumbents may be required to lift and restrain clients; may have significant exposure to communicable/infectious diseases and to risk of injury; may be exposed to strongly disagreeable conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of acceptable standards of nursing care; considerable knowledge of psychiatric rehabilitation and/or case management principles, practices, and procedures; considerable knowledge of dynamics of individual and group behavior; knowledge of supervisory and administrative methods and techniques; knowledge of hygiene and sanitation; knowledge of security, safety, and fire procedures, knowledge of community resources and programs; ability to lead staff; ability to supervise client activity; ability to direct others in the formulation of plans for client care; ability to interpret and implement agency/facility policies and procedures; organizational ability; ability to coordinate and collaborate effectively with individuals, groups and families; training and teaching ability; considerable ability to apply the principles of therapeutic counseling; ability to effectively handle emergency situations independently; observation skills; considerable communication and interpersonal skills.

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 Associate, 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 Associate 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 supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 26, 2015.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2840**). **If faxing materials, keep a copy of your completed application form, examination materials and the fax transmittal receipt for your records. Make certain that your application form and examination 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) **Examination scores will be mailed by May 14, 2015.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://www.das.ct.gov/employment>) and at the Department of Mental Health and Addiction Services.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).

(Revised October 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.