

Department of Mental Health and Addiction Services
Connecticut Mental Health Center
JOB OPPORTUNITY
Health Program Assistant I – CM26109
CMHC - Office of Care Management

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

Open To: The Public

Location: Connecticut Mental Health Center, 34 Park Street, New Haven CT 06519

Program/Unit: CMHC – Office of Care Management

Salary: \$47,511.00 – 63,386.00

Shift/Schedule/Hours: 1st shift, 9:00 A.M. to 4:30 P.M.

Posting Date: Monday August 18, 2014

Closing Date: Sunday August 24, 2014

Duties may include but not limited to: Oversight of administrative support staff throughout the facility; analyzing, tracking and reporting on billable electronic data entry service information; maintaining data integrity for CMHC's MIS as it relates to billing for provision of services and revenue generation; monitors reimbursable outpatient managed care authorization/reauthorizations for behavioral health services using site visits to satellite clinics as necessary. Supervision and training of staff to an electronic health record (WITS)

Special Requirement: Must possess, retain, and carry valid Connecticut Drivers License.

Eligibility Requirement: This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the **Health Program Assistant I** examination, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply.

Note: The 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 **Position 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: CSW applying to a CSW 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.

PLEASE SEND APPLICATIONS TO:

DMHAS – Connecticut Mental Health Center
ATTN: Donna Zwilling, Human Resources Assistant, Fax: (203) 974-7637
34 Park Street, New Haven, CT 06519
Email : donna.zwilling@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities' persons with disabilities and in recovery are encouraged to apply. **(P-1)**