

**JOB POSTING**

**DMHAS - Connecticut Mental Health Center  
Acute Services  
Mental Health Assistant 2- CM #44396**

**PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.**

**Open To:** State Employees  
**Location:** 34 Park Street, New Haven, CT 06519 (Location subject to change locally)  
**Program/Unit:** Acute Services  
**Shift/Schedule/Hours:** 35 hours/week; Monday-Friday 8:30 AM-4:00 PM  
**Salary:** \$45,578.00 - \$60,929.00 Annually

**Posting Date: Monday August 18, 2014**

**Closing Date: Sunday August 24, 2014**

**Duties may include but not limited to:** This Mental Health Assistant 2 will function as a member of the Acute Services Team, which provides walk-in crisis and evaluation services, as well as mobile crisis services for the Greater New Haven community. The MHA2 will answer and manage all crisis and information phone lines; assessing the needs and acuity of the callers. With consultation from team supervisors, will provide emergency telephone crisis intervention, determining need for 911 and/or mobile crisis response, and/or scheduling callers for routine evaluation. Will also provide information regarding both facility- and community-based services and resources upon request. Will serve as team liaison to the South Central Crisis Service and to providers from local emergency departments, jail diversion and crisis-respite programs, as well as other behavioral health organizations; receiving and communicating clinical information essential to the coordination of care, as well as to the making of referrals for routine and/or urgent services. Will monitor the agency's walk-in clinic; observing client behavior, maintaining a safe, therapeutic milieu, and assisting the team in the assessment and management of crises that occur in the clinic area. Will assist in the collection of data essential to the operation of the team; may enter service data. Will prepare incident and/or accident reports. Will assist in ordering office and medical supplies for the team, completing lab requisition forms, and assuring delivery/communication of lab results to team clinicians and psychiatrists. Will oversee the vehicles assigned to the team; tracking mileage and assuring scheduling and completion of general maintenance needs. Will manage team resources such as meal tickets and bus tokens/passes; generating reconciliation reports as required. Will perform other related duties as required.

**Special Requirements:** Must possess and retain a current motor vehicle operator's license. Travel required.

**Eligibility Requirement:** 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. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**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 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:**

**Donna Zwilling, Human Resources Assistant  
Connecticut Mental Health Center- Human Resource Department  
34 Park Street, New Haven CT 06519  
Fax: (203) 974-7637 ; Email: [Donna.Zwilling@ct.gov](mailto: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. **(NP-6)**