

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CAPITOL REGION MENTAL HEALTH CENTER
JOB OPPORTUNITY – FOR CANDIDATES ON A CURRENT EXAMINATION LIST
MENTAL HEALTH ASSISTANT 2 – **SPANISH SPEAKING REQUIREMENT**
Young Adult Services Division, Hilltop Residential Program**

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

Open To: STATE EMPLOYEES - **See Eligibility Requirements Below**
Location: Capitol Region Mental Health Center ~ Young Adult Services ~ Hilltop Residential Program
556-558 Blue Hills Avenue/ 500 Vine St, Hartford 06112
Job Posting No: CR-44354
Hours: 2nd Shift; 4:00 p.m. to 12:30 a.m.; every other weekend, including holidays~ 40 hours per week
Salary Range: (FK 18) \$53,653.00 to \$71,725.00 annually
Posting Dates: July 27, 2015 to August 2, 2015

Eligibility Requirements:

1. 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.
2. State employees currently holding the above title may apply for lateral transfer.
3. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties may include but not limited to: Functions as a member of a clinical case management team in a 10 bed transitional living supervised apartment program that provides 24hrs, 7 days a week services to young adults transitioning into the community from DCF and other residential or inpatient settings; Provides these young adults with activities to help develop and maintain the skills necessary to achieve maximal level of independent functioning. Provides opportunities, engages, and tracks clients' participation in at least 20 hours of productive time; Participates in rehabilitative interventions to meet clients' needs. Advocates for and links to services in the community client may need. Independently provides case management services including, but not limited to, budgeting, daily living skills, social skills, problem solving techniques, housing, vocational, hygiene and personal care, medical/dental care and life skills in general, in community settings (home, etc.). Identifies and facilitates use of appropriate support networks .Participates as a liaison to community agencies, arranges for outpatient appointments and participates in crisis intervention. Performs direct client care functions; Documents services in the medical records as required and per the standards of governing bodies. Prepares incident and accident reports, acts as a role model; May participate in work groups and initiatives as needed to enhance programming in areas of co-occurring issues, trauma, peer support, parenting, family engagement, and rehabilitative services. Performs other related duties as required.

General Experience: Three (3) years' experience at the level of Mental Health Assistant 1.

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class are required to travel. **Incumbents are required to have ability in Spanish oral and written communication.**

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.

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 **Job Posting 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: Mental Health Assistant 1 applying to a Mental Health Assistant 1 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.

Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06112
Fax: (860) 297-0931
E-Mail: crmhcrecruitment@ct.gov

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, and persons with disabilities. NP-6