

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY

Mental Health Assistant 2 – Wellness Recovery Advocacy Program

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

Open To: State Employees

Location: 401 W. Thames Street, Bldg. 301, Norwich, CT

Job Posting No: SM026126 and SM026163 **Two positions are available**

Hours: 1st shift, 8:00 a.m. – 3:30 p.m., Monday through Friday (full-time, 35 hours)

Salary: \$46,946.00 to \$62,757.00 (Annually)

Closing Date: August 5, 2015

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

Duties may include but not limited to: Providing case management services based on the CSP/RP fidelity model. Facilitate independent living by providing skill building for daily living through role modeling, teaching daily living skills and decision making, linkage to community providers, advocating for clients rights, developing relationships with community providers and client family and natural supports, providing medication monitoring as needed. The majority of services will be conducted in the community, as part of staff responsible for providing crisis assessment, completion of functional assessments, development of treatment plans and reassessments, in addition to completions of discharges. Will be responsible for monitoring client progress and documenting client interactions in accordance with agency and regulatory requirements. Performs other duties as assigned.

Special Requirements: Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

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: MHA2 applying to a MHA2 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Arnetia Douglas, Human Resources Assistant, Southeastern Mental Health Authority, 401 West Thames Street, Building 301, Norwich, CT 06360

Phone: (860) 859-4651 - FAX: (860) 859-4792 Email: MHA-SMHA-RECRUIT@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 DMHAS website at www.ct.gov/dmhas/employmentopportunities **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 and persons with disabilities and in recovery are encouraged to apply. **NP-6**