

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY  
Mental Health Assistant 2 – Young Adult Services

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

**Open To:** LATERAL TRANSFER LIST HAS BEEN CLEARED  
ALL OTHER QUALIFIED APPLICANTS MAY APPLY

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

**Job Posting No:** SM076124

**Hours:** 1<sup>st</sup> shift, Monday – Friday, 8:00 a.m. – 3:30 p.m. (Full-time, 35 hours)

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

**Closing Date:** January 28, 2016

**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.**

**Duties may include but not limited to:** Provide intensive case management services in the community, including apartment visits, crisis intervention, transportation, etc. Maintain a caseload. Perform medication monitoring in compliance with the SMHA policy for the Supervision of Self-Administration of Medication. Identify case management and systems problems and contribute towards recovery plan development. Participate in Recovery Plan Meetings and complete documentation as needed. Interaction with clients will incorporate evidenced based practice techniques (e.g., IDDT, trauma, ARC, Circle of Security, etc.), a recovery based approach, and awareness of the special developmental needs of young adults. Assist clients in applying for and maintaining entitlements. Accompany clients to entitlement appointments as needed. Teach clients life skills in such areas a transportation, money management, home management, housing, food management, health/wellness, personal appearance/hygiene, and emergency/safety skills. Conduct apartment inspections. Utilize knowledge and competency with community resource integration, housing needs, entitlements, and psycho-education for client and families. Provide documentation to the YAS bookkeeper and SMHA fiduciary, as needed. Will complete tasks identified as priorities by other team by other team members and perform other related 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 applications received, it is extremely important to note the **Position Number (found on the posting)** 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. **All 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:  
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](mailto: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](http://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**