



Department of ADMINISTRATIVE SERVICES Job Postings



Department of Mental Health and Addiction Services Clinical Social Worker – PN CM87746

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: Connecticut Mental Health Ctr. Community Services Network ~ Shelter Plus Care
34 Park Street, New Haven, CT 06519**

Job Posting No: CM87746

Hours: 1st Shift / Monday – Friday – 8:30am – 4:00pm – 35 hours per week

Salary: \$63,831.00 to \$86,260.00

Closing Date: Monday, February 8, 2016

Duties may include but are not limited to: Provides overall leadership and programmatic oversight for the New Haven Shelter Plus Care program. Oversee administration of 239+ rental assistance certificates. As a member of multi-disciplinary team within a network of community based behavioral health services develops psychosocial assessments with assigned clients and families which include consideration of developmental, social and/or cultural, substance abuse, psychological, environmental and medical issues as they relate to housing needs; screening and planning; advocates and develops networks of social and clinical services to assist clients in meeting identified needs; documents housing needs and collateral contacts; completes reports in accordance with agency and funding sources; consults and collaborates with other behavioral health providers to improve delivery of services to clients; provides forensic evaluations and court testimony as required; maintains social work treatment and standards as required; may participate in community-based research projects. As needed, assist in completing apartment inspections using HUD Federal guidelines. Ensure prompt payment to landlords. Ensure that files and records are maintained according to DMHAS/HUD standards. Attend quarterly meetings of the Shelter Plus Care Coordinators meetings. Admit and discharge participants from the program. Implement program changes locally based upon DMHAS/HUD guidance. Represent New Haven Shelter Plus Care in DMHAS statewide meetings and in the Greater New Haven Opening Doors (GNHOD). Responsible for program implementation, including development and review of policies, procedures, and protocols. Performs psychosocial assessments. Attend monthly meetings of the CAN's Operations Workgroup. Attend biweekly meeting of the CAN's Housing Conference. Attend semi-annual Balance of State meetings. Facilitate screening meetings to determine applicants' eligibility and level of need for specific housing options. Track occupancy, expenditures, and participants' demographic data using Homeless Management Information Systems (HMIS) software and other program specific databases. Prepare Annual Progress Reports for HUD using HMIS. Prepare Project Applications for the HUD Continuum of Care application to renew Shelter Plus Care funds in excess of \$3 million. Serve as intermediary for communications between local office, DMHAS, community providers, housing participants, and landlords.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply

General Experience: Licensure as a Clinical Social Worker in the State of Connecticut.

Special Requirement: Must possess and retain a current motor vehicle operator's license. Travel required. Incumbents in this class must possess and retain a license to practice Clinical Social Work pursuant to Sec. 20-195 (m) through (r) of the Connecticut General Statutes.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

To be considered for this position:

1. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408> the position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
2. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408> Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

E-MAIL ADDRESS: CMHCRECRUITMENT@ct.gov ~FAX # 203-974-7637

**DMHAS – Connecticut Mental Health Center Office of Human Resources Attn: Recruitment
34 Park Street, New Haven, CT 06519**

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. (P-1)