State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHWEST CONNECTICUT MENTAL HEALTH SYSTEM
JOB OPPORTUNITY

Mental Health Associate
Transitional Residential Program

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

Open To:	Candidates on current exam list or lateral transfer
Location:	GBCMHC, 1635 Central Avenue, Bridgeport, CT, 06610
Job Posting No:	**SW28115**
Hours:	2nd Shift, 4:00 PM – 11:30 PM, Every other weekend and rotating holidays / 35 Hours per week
Salary Range:	$50,222.00 to $66,651.00
Posting Date:	May 13, 2015 **Closing Date**: May 19, 2015

Eligibility Requirements:
1. Candidates must have **applied for and passed** the Mental Health Associate exam and **be on the current certification list** promulgated by the Department of Administrative Services for this classification to be deemed qualified.
2. State employees currently holding the above title or State employees who have previously attained permanent status 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: The Mental Health Associate is responsible for the supervision, and evaluation of assigned staff; plans and develops staff schedule and work assignment to provide adequate and safe coverage; investigates and reports any unusual incidents; supports and participates in the protection of human and civil rights of clients; participates in unit, program, and the department meetings; performs direct care functions and other related duties as required; research and collaborates with community resources to provide clients with skills building activities within budget; manages use of funds appropriated for skills building programs; coordinates and supervises staff in facilitating activities for the clients; arranges programing to include clients in acquiring daily living skills, budgeting, medications monitoring, and community adaptation skills; supervision of staff on evenings and night shifts of lesser grades or other disciplines; supervise clients in transitional living facilities; implements and administers of curriculum on different subjects influential to the community; make arrangement and follow up for outpatient appointments; provides regular individual and group supervision for Mental Health Assistants staff of unit; provides consultation to staff while on duty and when on-call; performs direct care functions and other related duties for the clients when required; participates in performance evaluations of Mental Health Assistants staff. Performs other related duties as required.

General Experience: Three (3) years' experience at the level of Mental Health Assistant 2, LPN or its equivalent in a psychiatric setting.

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.

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.

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Associate applying to a Mental Health Associate 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. All applicants must submit three (3) letters of supervisory reference and their two most recent performance appraisals.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

PLEASE SEND APPLICATIONS TO:
Southwest Connecticut Mental Health System
Human Resources, 1635 Central Avenue, Bridgeport CT 06610
Fax: (203) 551-7674
Email: SWCMHS.recruit@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.

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