

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CAPITOL REGION MENTAL HEALTH CENTER
JOB OPPORTUNITY
CLINICAL SOCIAL WORKER

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

Open To: The Public
Location: Intake/Mobile Crisis Unit, 500 Vine Street, Hartford, CT
Job Posting No: CR-27390
Hours: 1ST Shift; Monday – Friday; 8:00 a.m. to 4:30 p.m. ~ 40 hours per week
Salary Range: (FP 25) \$68,762.00 to \$92,922.00 Annually
Posting Time Frame: March 20, 2014 to March 26, 2014

Duties may include but not limited to: Function as the Intake Coordinator for CRMHC. The role of the Intake Coordinator includes, scheduling of clients referred from area hospitals, walk-ins and client self-referrals; collect and assess all written and oral communication received from outside agencies; interface with other agencies and providers; screens for risk issues and brings any concerns pertaining to a referral to Mobile/Intake Program Director; accepts clients based on CRMHC admission criteria or refers clients to outside agencies for appropriate level of care; elicits and documents any medical co-morbidities, and relay information to the admitting clinician and Prescriber; may perform comprehensive intake evaluations for scheduled intakes as well as perform the initial assessment of “walk ins”; maintains weekly list of current “brief treatment” clients, following up with CRMHC clinicians to ensure timely disposition of clients; updates “brief treatment” list on weekly basis with all relevant information; may evaluate individuals in the community as part of the Intake/Mobile Team, writing an emergency certificate if necessary. (Emergency Certificate Training will be provided); works collaboratively with other team members; possess considerable verbal and written skills; documents services in the medical records as per policies and procedures; audits medical records documentation to ensure quality and compliance, and performs other related duties as assigned.

General Experience: Licensure as a clinical social worker in the State of Connecticut

Special Requirements: 1) Incumbents in this class must possess and retain a license to practice clinical social work pursuant to Sec. 30-195 (m) through (r) of the Connecticut General Statutes. 2) Must possess and retain a current/valid Motor Vehicle Operator’s License and 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.

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.

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

E-Mail: crmhcrecruitment@ct.gov OR Fax: (860) 297-0931

**Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06116**

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)