

## DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

### JOB OPPORTUNITY

**MENTAL HEALTH ASSISTANT 2**  
**Capitol Region Mental Health Center**  
**Young Adult Services Division**  
**Hilltop Residential Program**

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

**Open To:** The Public /Candidates currently on the exam list for MENTAL HEALTH ASSISTANT 2

**Location:** Capitol Region Mental Health Center ~ Young Adult Services ~ Hilltop Residential Program  
556-558 Blue Hills Avenue/ 500 Vine St, Hartford 06112

**Job Posting No:** CR-26812

**Hours:** 2nd Shift; 4:00 p.m. to 12:30 a.m.; every other weekend, including holidays~ 40 hours per week

**Salary Range:** (FK 18) \$50,572.00 to \$67,606.00 Annually

**Posting Date:** April 15, 2014      **Closing Date:** April 21, 2014

**Eligibility Requirements:** 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. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **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:** Functions as a member of a clinical-case management team in a 10-bed transitional living supervised apartment program that provides 24hrs, 7 days a week services to young adults transitioning into the community from DCF and other residential or inpatient settings; provides these young adults with activities to help develop and maintain the skills necessary to achieve maximal level of independent functioning; participates in rehabilitative interventions to meet clients' needs; advocates for services that respond to clients preferences; independently provides case management services including, but not limited to, budgeting, daily living skills, social skills, problem solving techniques, housing, vocational, hygiene and personal care, medical/dental care and life skills in general, in community settings (home, etc.); identifies and facilitates use of appropriate support networks; participates as a liaison to community agencies, arranges for outpatient appointments and participates in crisis intervention; performs direct client care functions; documents services in the medical records as required and per the standards of governing bodies; prepares incident and accident reports; acts as a role model and participates in crisis intervention; performs any other related duties as required.

**General Experience and Training:** Three (3) years' experience at the level of Mental Health Assistant 1.

**Special Requirements:** Incumbents must possess and retain a current motor vehicle operator's license.

**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: Head Nurse applying to a Head Nurse 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](mailto: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. (NP-6)