

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY**

**Mental Health Assistant 2 – Network Housing Office**

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

**Open To:** State Employees  
**Location:** SMHA's Network Housing Office - 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** SM107082  
**Hours:** 1<sup>st</sup> shift/Monday through Friday/8:00 a.m. – 3:30 p.m./35 hours weekly  
**Salary:** \$44,250 - \$59,154 (Annually)  
**Closing Date:** February 24, 2014

**ELIGIBILITY REQUIREMENTS:**

1. 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.**
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.

**SPECIAL REQUIREMENTS:** Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**Duties may include but not limited to:** Assist in the administration of DMHAS Housing Assistance Funds (HAF), Housing Developer, Shelter Plus Care and Rental Assistance Grants. Assist in preparing and maintaining a large volume of required forms, documents, charting and written correspondence. Prepare new Housing Assistance Payment (HAP) Contracts, annual re-certifications, and respond to changes in household income and household composition. Demonstrate math skills to calculate tenant portion of rent, rent subsidy, utility allowance, Fair Market Rent (FMR), Payment Standard, and Maximum Gross Rent. Demonstrate computer literacy skills and ability to use Microsoft Office Word and Excel programs. Conduct move-in, move-out and emergency apartment inspections applying HUD Quality Standards (HQS). Assist clients with locating, securing and retaining housing. Respond to and/or trouble-shoot a wide range of housing related issues/matters reported by landlords, tenants and case managers. Assist clients with accessing mainstream programs such as entitlements, employment, educational, legal, medical, mental health and addiction services. Actively participate in Continuum of Care (CoC) housing and homeless related activities, initiatives, and mandates. i.e. Community Care Teams, Coordinated Access, Point in Time Count, Project Homeless Connect, Implementation of Housing First Principles, and attend various meetings, conferences and trainings. Perform other related duties as required.

**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 lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and 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. **DMHAS employees who are lateral transfer candidates** (example MHA2 applying to an MHA2 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.

**PLEASE SEND APPLICATIONS TO:**

Email: [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov)

FAX: (860) 859-4792

Southeastern Mental Health Authority  
Office of Human Resources / Attn: Recruitment  
401 West Thames Street, Building 301, Norwich, CT 06360

**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