

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

RECOVERY SUPPORT SPECIALIST - possible underfill Recovery Support Specialist Trainee
PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: **Assertive Community Treatment**, 401 W. Thames Street, Bldg. 301, Norwich, CT
Job Posting No: **SM100004**
Hours: 1st shift/8:00 a.m. to 3:30 p.m./Monday thru Friday/35 hours per week
Salary: **RSS: \$36,564 to \$49,571 (Annually) - RSST: \$34,942**
Closing Date: January 2, 2014

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Duties may include but not limited to: Works with clients, families, staff, and other providers in teaching life skills to clients based on their goals. Works as a team member in the advancement and success of recovery planning that is solution focused and goal oriented. Provides transportation, skill services in the community, works with clients in their homes with existing community supports. Assists clients in networking with people and organizations in their communities for improved community integration; completes all required documentation in a timely manner within established parameters. Works proficiently with a computerized system (opening e-mails, computerized forms, etc.); Follows policies and procedures in all work, and completes all necessary forms that that pertain to client needs; Contributes to the completion of recovery plans and all other paperwork in client charts, etc. Uses good communication skills and is solution focused in all work that is performed. Perform all other related duties as required.

Recovery Support Specialist - General Experience and Training: Six (6) months experience as a Recovery Support Specialist Trainee.

Recovery Support Specialist Trainee - Special Experience and Training: Incumbents in this class must possess and maintain Recovery Support Specialist Certification.

Career Progression: After completion of six (6) months of successful and satisfactory performance as a Recovery Support Specialist Trainee, an incumbent will be moved to the Recovery Support Specialist classification (on the first pay period following the completion of the six (6) month requirement).

COPY OF REQUIRED CERTIFICATION NEEDS TO BE FAXED OR MAILED IN WITH APPLICATION.

Special Experience and Training: Incumbents in this class must possess and maintain Recovery Support Specialist Certification. Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.

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.

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: Recovery Support Specialist applying to a Recovery Support Specialist 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

FAX: (860) 859-4792

Southeastern Mental Health Authority

Office of Human Resources / Attn: Recruitment

401 West Thames Street, Building 301, Norwich, CT 06360

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**