

JOB POSTING

**Western Connecticut Mental Health Network
JOB OPPORTUNITIES
SUMMER WORKER-WATERBURY AREA**

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 95 Thomaston Avenue, Waterbury, CT

Program/Unit: Waterbury Office

Job Posting No: WC-107994, WC-107995

Shift/Schedule/Hours: 8:00 a.m. – 4:30 p.m.; Monday-Friday

Salary: \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).

Posting Date: May 14, 2014

Closing Date: May 28, 2014

IF APPLYING FOR MULTIPLE POSITIONS, PLEASE DO NOT SEND IN MULTIPLE APPLICATIONS. PLEASE LIST THE POSITION NUMBERS ON THE BOTTOM OF THE FIRST PAGE OF THE APPLICATION ONLY

Duties may include but not limited to: Assisting with a variety of clerical and data entry tasks required for facilitating the agency's transition from its existing electronic record system to a new (WITS system).

Requirements: Prospective hires must have knowledge of Desktop computers and the Microsoft Operating System; knowledge of various software programs; basic interpersonal skills; basic logic and analytical skills; ability to prepare and maintain accurate records; ability to follow oral and written instructions.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

PLEASE SEND APPLICATIONS TO:

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6432

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

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.