State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

SAFETY EDUCATION INSTRUCTOR (2 POSITIONS)

Safety Services Division

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

Open To:	Candidates on the current exam list for Safety Services Instructor and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.
Location:	Office of the Commissioner at Connecticut Valley Hospital/Dutton Home, Middletown, CT 06457
Job Posting No:	OC23733 and OC23740
Hours:	8:00 a.m. – 4:30 p.m., Monday – Friday, (full time, 40 hours UNSCHEDULED work week)
Salary Range:	$54,299.00- $72,440.00
Posting Date:	October 16, 2014 October 22, 2014

Eligibility Requirement:
Candidates must have applied for and passed the **Safety Education Instructor** 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 include: Conducting safety education and training courses for newly hired and existing DMHAS state operated and funded employees and other target groups on all three shifts at training locations throughout the state; conducting training using lecture, role-playing, physical skill practice sessions, seminars, group discussions, audiovisual, self-learning or computer based formats; reviews course materials and learner information and recommends changes in educational methods and materials to effect improvements; prepares instructional sites; establishes and maintains instructor certification; manages the learning environment, uses effective communication, presentation and psychomotor skills, and instructional materials appropriately and effectively; maintains training equipment; may assist in the assessment of departmental safety training needs, development, design, evaluation of safety courses including researching learning material and resources, designing class agendas, developing audiovisual, written and other training materials; record keeping responsibilities include completing and submitting all Division of Safety Services and American Red Cross safety training course paperwork and quality improvement data; performs related duties as required.

Special Requirement: Incumbent will be required to travel statewide and must have a valid motor vehicle operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should 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).

PLEASE SEND APPLICATION TO:

DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Maria.D.DeJesus@ct.gov
Fax: (860) 418-6697

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.