



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
HUMAN SERVICES ADVOCATE

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

Open To: STATE EMPLOYEES who currently hold this Title, or held Permanent Status in This Classification

Location: Connecticut Valley Hospital ~ Administrative & Support Services – Recovery & Consumer Affairs
 Middletown, CT

Job Posting # CV~25531 **Salary Range:** \$60,849.00 - \$77,596.00

Hours: 1st shift ~ 8:00 a.m. to 4:30 p.m. ~ Monday through Friday ~ 40 hours weekly

Closing Date: November 10, 2016

Duties of this position include but are not limited to: Assists in administration of a client rights program with respect to civil, legal and human rights, right to treatment, confidentiality, and other unique rights as specified by state and federal legislation; provides advocacy services, determines available courses of action, and develops advocacy strategies with individuals, families and/or groups; investigates and evaluates complaints and allegations of abuse and/or misrepresentation of authorized client services; implements advocacy strategies through informal and/or formal actions such as meeting with legal and/or agency representatives to ensure provision of proper services; consults with professionals of various disciplines such as attorneys, physicians, educators, and others to identify options and barriers to client rights; develops and interprets policies regarding client rights; assists in researching and interpreting laws pertaining to client rights; maintains confidential client files documenting advocacy services provided and prepares reports summarizing case activities; prepares correspondence and reports; assists in orientation of new employees with regard to agency client rights program; may investigate accident and injury reports to determine cause; may conduct studies to assess quality of care; may conduct in-service training sessions on client rights; may provide technical assistance and training to field staff; may participate on task forces and coalitions formed to effect system changes; may meet with legislators, agency officials, and members of various interest groups on client rights; may participate in agency task groups to develop policies, positions and reports; may make public presentations; performs related duties as required.

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

General Experience and Training: Six (6) years of professional experience in a public or private agency or organization providing services to persons with disabilities or to children.

Special Experience: Once (1) year of the General Experience must have been in the provision of advocacy or direct services to persons with disabilities or to children.

NOTE: Advocacy services are defined as speaking and working on behalf of a position, cause, or individual to further interests and ensure the preservation of rights.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Special Requirement: Incumbents in this class may be required to travel.

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

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, 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).
2. **All other Employees** 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to: EMAIL: CVH-RECRUIT@CT.GOV ~ FAX: (860) 262-5055

Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457
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. P-2