

JOB POSTING

WESTERN CONNECTICUT MENTAL HEALTH NETWORK

HEALTH PROGRAM ASSOCIATE – Position Number-WC85555

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

Location: WATERBURY AREA
Program/Unit: Administration / Housing and Homelessness
Shift/Schedule/Hours: 1st Shift – Monday-Friday – 8:00 a.m.-4:30 p.m. – 40 Hours Per Week
Annual Salary: \$63,653
Posting Date: April 23, 2012 **Closing Date:** April 29, 2012

Eligibility Requirement: This is a competitive classification. 1. State employees currently holding the above title or those who have previously attained permanent status may apply. 2. Candidates who have applied for and passed the **Health Program Associate** examination, and therefore; are on the current certification exam list promulgated by the Department of Administrative Services for this classification may apply. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties may include but not limited to: Implementation of the WCMHN Housing/Homelessness and Employment Programs including planning, oversight and grant management. Participates in DMHAS, WCMHN, City and State-wide workgroups. Completes and submits HUD Annual Progress Reports for the grants; completes and submits all renewal housing grant applications through the local Continuums of Care and completes new grant applications as funding becomes available. Manages all data reporting requirements for the Shelter Plus Care and Supportive Housing programs including data entry into the Statewide Homeless Management Information System. Member of the Waterbury 10 Year Plan to end Homelessness Committee, co-chairs the Waterbury and Torrington Continuums of Care Employment committees, coordinates the Waterbury annual point in time homeless count, member of the Danbury and Torrington Continuums of Care, and is a member of several of the subcommittees. Develop and ensure uniform program operations across the network that support the Dartmouth Individual Placement and Support model. Comply with ethical standards. Provides and receives information utilizing computer technology, including e-mail to perform job functions. Perform safe work practices. Observe all confidentiality and client rights regulations. Other related duties as required.

Special Requirements:

- Incumbents **must possess and retain** a current motor vehicle operator's license. Incumbents in this class may be required to travel.

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: Health Program Associate applying to Health Program Associate posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
- 2.
3. **DMHAS employees who are promotion/demotion 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).
- 4.
3. **ALL OTHER APPLICANTS** who are on the current certification exam list promulgated by the Department of Administrative Services 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:

Angela Baker, Human Resources Associate, 203-805-6411
Western Connecticut Mental Health Network
55 West Main Street, Suite 410, Waterbury, CT 06702
Email: Angela.Baker@ct/qov Fax: (203) 805-6432

The DMHAS Lateral Transfer Request Form, 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 and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (P-1)