

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
RIVER VALLEY SERVICES
JOB OPPORTUNITY**

HEALTH PROGRAM ASSISTANT 1-QUALITY ASSURANCE-MANAGED SERVICE SYSTEM

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: CANDIDATES ON CURRENT EXAM LIST
Location: River Valley Services-Middletown, CT 06457
Job Posting No: RV023520
Hours: 1st shift/ 8:30 a.m. to 4:00 p.m. / 35 hours per week
Salary: \$44,783 annually
Closing Date: May 28, 2013

Eligibility Requirement: Candidates must have applied for and passed the Health Program Assistant 1 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 may include but not limited to: Provide support to the Quality Improvement, Billing, and Managed Service System Departments. Regularly review DMHAS generated reports created by AVATAR and DDAP systems and disseminate information. Develop and Produce new reports including, data summaries, in response to staff needs. Assist staff in accessing reports. Monitor data quality and work with QI Director and MSS Director on data quality issues. Work with CVH IT department while responding to and reporting computer access issues. Work with RVS staff and DMHAS on implementation of Electronic Health Record. Work with QI Director on maintaining Joint Commission accreditation and respond to survey requirements, including analyzing the results of audits and summarizing findings. Participate in Quality Improvement and Environment of Care activities. Assist with staff education on Billing and Compliance issues and related quality monitoring. Support and participate in environmental rounds activity. Monitor fiscal contract compliance for provider agencies, including tracking and monitoring quality of applications and reports, liaison with provider agencies on contract issues, prepare annual spending plan and updates for RVS and provider agencies, support work on provider contracts. Oversee and provide support for provider agency data collection system. Prefer familiarity with computer systems and report development, familiarity with data reporting techniques, and knowledge of ACCESS.

Special Experience and Training: Incumbents in this class must possess and retain a valid driver's license and 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 Assistant 1 applying to a Health Program Assistant 1 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:

**Amisha S. DeSai, Human Resources
CT Valley Hospital
P.O. Box 351, Middletown, CT 06457
FAX: (860) 262-5055
Email: Amisha.desai@ct.gov**

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**