

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY**

HEALTH PROGRAM ASSISTANT 1 – QUALITY MANAGEMENT

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

Open To: Candidates on a current examination list.
Location: 401 W. Thames Street, Bldg. 301, Norwich, CT
Job Posting No: **SM26109**
Hours: 1st shift/ 8:00 a.m. to 3:30 p.m./Monday thru Friday/35 hours per week
Salary: \$44,783 to \$59,746 annually
Closing Date: September 18, 2012

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: Under the direction of the Director of Quality Management, the QM HPA1 will assist with gathering programmatic, census and other kinds of needed data from agency and other sources; compiling statistics; assisting in reviews of program and network service data; assists in the collection of data for and in preparation of reports including performance indicators, productivity, centralized intake, wellness activities and surveys including consumer and employee satisfaction. Serve as a member of agency task forces or committees as assigned. Prepare information for distribution to the public, consumers and staff as needed. Serve as a liaison between division and programs, OOC, Joint Commission, other state agencies (DSS) and network providers. Act as project coordinator for various initiatives and ensures the development of activities to support maximum revenue generation for SMHA.

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. ***Note to DMHAS Lateral employees:** Information sessions will be held during the posting period ending September 18, 2012. Contact Cindy Lukaszewicz at (860) 859-4651 to schedule an information session.
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:

**Cindy Lukaszewicz, Human Resource Representative
Southeastern Mental Health Authority
401 West Thames Street, Building 301, Norwich, CT 06360
Phone: (860) 859-4651 / FAX: (860) 859-4792
Email: Cindy.Lukaszewicz@ct.gov**

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**