



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
LEAD FORENSIC TREATMENT SPECIALIST**

ANNUAL SALARY: \$49,663 **SALARY GROUP: HN 21** **APPLICATION CLOSING DATE: APRIL 22, 2011** **EXAM NO: 110280APMB**
SALARY: \$65,685

PURPOSE OF CLASS: At Whiting Forensic Institute under established security conditions this class is accountable for leading lower level staff in the development and maintenance of an effective therapeutic environment for patients on a unit.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT EMPLOYEE OF THE DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES** WHO BY **APRIL 22, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT **THE DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Two years of experience as a Forensic Treatment Specialist.

SPECIAL REQUIREMENT: Incumbents in this class may be required to be bilingual or fluent in American Sign Language.

CHARACTER REQUIREMENTS: In addition to the checking of references and facts stated in the application a thorough character investigation of each candidate will be made. Candidates who do not have good character are not eligible for permanent employment.

WORKING CONDITIONS: Incumbents in this class may be required to lift and restrain patients, may have significant exposure to communicable and/or infectious diseases and risk of injury from patients and may be exposed to significant mental stress and other extremely disagreeable conditions.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of psychiatric procedures, patient behavior and principles involved in care of the mentally ill; considerable knowledge of modern medical, therapeutic and psychiatric routines, methods and procedures; considerable knowledge of procedures used in safe custody of patients under security conditions; considerable interpersonal skills; ability to lead staff; ability to observe and report patient behavior and reactions; ability to perform basic first aid procedures.

THE EXAMINATION WILL BE COMPOSED OF: **PART** **WEIGHT**
(Exam questions will cover KSA's listed above.) **WRITTEN** **100%**

THE EXAMINATION WILL BE HELD ON, WEDNESDAY, JUNE 1, 2011.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by April 22, 2011. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://www.das.ct.gov/employment>) or at the Department of Mental Health and Addiction Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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.