



Department of  
**ADMINISTRATIVE SERVICES**  
Job Postings



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

**Mental Health Assistant 2– Wellness Recovery Advocacy Program (WRAP)**

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

**Open To:** **LATERAL TRANSFER LIST HAS BEEN CLEARED**  
**ALL OTHER QUALIFIED APPLICANTS MAY APPLY**

**Location:** Southeastern Mental Health Authority (SMHA) ~ 401 W. Thames Street, Norwich, CT

**Job Posting No:** SM93308

**Program/Unit:** Wellness Recovery Advocacy Program (WRAP)

**Shift/Schedule/Hours:** 1st shift, 8:00 a.m. – 3:30 p.m., Monday – Friday, (Full-time, 35 hours)

**Salary:** \$46,946.00 to \$62,757.00 (Annually)

**Closing Date:** April 28, 2017

**Eligibility Requirement:** This is a competitive classification. Candidates must have applied for and passed the Mental Health Assistant 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **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:** Will provide case management services based on the Community Support Program (CSP) fidelity model. Will facilitate independent living by providing skill building for daily living through role modeling, teaching daily living skills and decision making, facilitating linkages to community providers, advocating for clients rights, providing medication monitoring, and developing relationships with community providers, families, and natural supports. The majority of services will be provided in the community. Will be responsible for providing crisis assessment/risk management and completing required documentation including, but not limited to, Functional Assessments, Risk Assessments, Quarterly Reassessments, Periodic Assessments, Progress Notes, and Discharge Summaries. Will be responsible for monitoring client progress and documenting client interactions in accordance with agency and regulatory requirements. Will accompany clients and participate in various community-based appointments, including those related to treatment, housing, legal involvement (Probation, Parole, Criminal Court, Probate Hearings), and entitlements. Will assist clients in accessing community-based resources. Will collaborate and maintain communication with appointed Conservators and Representative Payees. Will communicate, via telephone and writing, with staff from various entitlement agencies, including (but not limited to) Social Security Administration and the Department of Social Services. Will teach clients life skills, including those skills related to applying for and sustaining entitlements. Will provide psycho-education to clients and their families/significant others. Will perform other duties as assigned.

**Special Requirements:** May be required to possess and retain a valid Motor Vehicle Operator's license; 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.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment CT-HR-12 to:

1. **All other Interested and qualified candidates** who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) to:

**Email:** [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov) ~ **Fax:** (860) 860-859-4792  
**Southeastern Mental Health Authority**  
**Human Resources Department**  
**460 Silver Street, PO Box 1506, 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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Binh Quach at (860) 262-6730 or [Binh.Quach@ct.gov](mailto:Binh.Quach@ct.gov)