

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY  
MENTAL HEALTH ASSISTANT 2

**\*\*THIS IS A HAZARDOUS DUTY POSITION\*\***

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

**Open To:** State Employees

**Location:** Connecticut Valley Hospital – Whiting Forensic Division – Dutcher 2 South - Treatment and Special Assessment – Middletown, CT

**Job Posting No:** CV-25445

**Hours:** 7:00 a.m. – 3:30 p.m. - 72-72-72 - Every other weekend -- 35 hours weekly

**Salary:** \$49,099.00 Annually

**Closing Date:** September 15, 2013

**Duties may include but not limited to:** Responsible for processing leave requests, payroll sheets, and data enters this information into the computer in compliance with policy and procedure manual. Supervises staff and daily operations in time and attendance/staffing procedures, as directed by Nursing Management. Communicates in a courteous and professional manner when in contact with the public, staff/peers, supervisors and/or management. Completes tasks utilizing technology available; i.e., facsimile machine, computers, etc. Disseminates and educates Mental Health Assistant 1's to new hospital-wide policy and procedure changes.

**Eligibility Requirements:**

1. 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 **by September 15, 2013**.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**General Experience and Training:** Three (3) years' experience at the level of Mental Health Assistant 1.

**Substitutions Allowed:** College training in mental health technology, a behavioral science, social work, rehabilitation therapy or its equivalent may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years. Completion of a mental health trainee certificate program may be substituted for six (6) months of the General Experience.

**Special Requirement** Incumbents in this may be required to possess and retain a current Connecticut Motor Vehicle Operator license. Incumbents in this class may be required to travel.

**Working Conditions:** Incumbents in this class may be required to lift and restrain clients and may have significant exposure to infectious and/or communicable diseases, strongly disagreeable conditions and risk of injury.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health 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.

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

Joann K. Castaldo, Human Resource Associate  
Connecticut Valley Hospital – Human Resources Division  
PO BOX 351 – Silver Street – Page Hall - Middletown, CT 06457  
Fax: (860) 262-5055 - E-Mail: [Joann.Castaldo@ct.gov](mailto:Joann.Castaldo@ct.gov)

**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. NP-6