

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

Mental Health Associate – Young Adult Services (YAS)

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

Open To: State Employees
Location: SMHA's Young Adult Services /401 W. Thames Street, Bldg. 301, Norwich, CT
Job Posting No: SM 025445-4
Hours: 2nd shift/ 1:00 pm - 9:30 pm every other weekend (40 hours)
Salary: \$57,397.00 to \$76,172.00 (Annually)
Closing Date: July 28, 2014

ELIGIBILITY REQUIREMENTS:

1. Candidates must have **applied for and passed the Mental Health Associate 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.**
2. State employees currently holding the above title may apply for lateral transfer.

General Experience: Three (3) years experience at the level of Mental Health Assistant 2, LPN or its equivalent in a psychiatric setting.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

Duties may include but not limited to: Provide leadership, direct supervision, and client support on second shift. Provide direct supervision (administrative and clinical) for all first and second shift YAS Mental Health Assistant 2 staff. This includes, but is not limited to, completing Performance Appraisals, making assignments, and monitoring time and attendance, productivity, completion of assigned tasks, and compliance with documentation requirements. Provide case management support, including assessing, coaching, and teaching clients the independent living skills necessary for residing independently and stably in the community. Utilize knowledge and competency with community resource integration, housing needs, entitlements, and psycho-education for client and families. Maintain a caseload of assigned clients. Provide daily monitoring of the self-administration of medications, accessing and coordinating appropriate community services, providing transportation to appointments as needed, crisis intervention, family support, and direct care support as indicated. Identify case management and systems problems and contribute towards recovery plan development. Interaction with clients will incorporate evidenced based practice techniques (e.g., IDDT, trauma, etc.), a recovery based approach, and awareness of the special developmental needs of young adults. Display a willingness and flexibility to accommodate and complete tasks that have been identified as priorities by other team members. Demonstrate respect, as well as the ability to listen and communicate effectively with clients, families, outside providers, and staff members. Must have the knowledge and ability to utilize the computer to meet both documentation and productivity requirements. May be required to attend meetings both within the agency and in outside agencies to discuss client care and services. Will be required to have the ability to transition to electronic records with good overall computer skills. Direct care functions and other related duties as required.

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 MHA2 applying to an MHA2 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.

Email: MHA-SMHA-RECRUIT@ct.gov
FAX: (860) 859-4792

Southeastern Mental Health Authority

Office of Human Resources / Attn: Recruitment

401 West Thames Street, Building 301, Norwich, CT 06360

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