

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY – FOR CANDIDATES ON A CURRENT EXAMINATION LIST

MENTAL HEALTH ASSOCIATE

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

Open To: Candidates on a current examination list

Location: Capital Region Mental Health Center- Community Support Program-500 Vine Street, Hartford, CT 06112

Job Posting No: CR-27029

Hours: 1ST Shift / 8:00 a.m. to 4:30 p.m. / Monday-Friday / 40 Hours per week

Salary: \$54,101.00 annually

Posting Dates: **May 6, 2013 to May12, 2013**

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 to be deemed qualified.**
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.

Duties may include but not limited to: coordinates and facilitates the activities of clients; functions as team member of a case management or crisis team or program; participates in the assessment, crisis intervention and monitoring of clients in the community at large (i.e. ERs, jails, homeless shelters, outpatients programs, etc.); assists clients in acquiring daily living skills, budgeting, medication monitoring and/or community adaptation skills; provides individual, group and/or family supportive treatment under appropriate supervision; applies accepted standards of nursing care to clients; supervises staff of lesser grades or other disciplines; may perform problem-solving techniques with clients in their natural environment; may assist in the motivation of long-term clients in small groups hospital programs or in community; may coordinate crisis-intervention plans to circumvent hospitalization; may support and supervise clients in transitional living facilities; may assess families in need of respite care programs; provides clinical therapeutic counseling and/or preventive education services to community groups and individuals, including the development and administration of curriculum on various issues relevant to the community; independently participates in community outreach programs that include crisis interventions, case management and/or family support in home settings; participates as a liaison to community agencies; makes arrangements for outpatient appointments; provides information on department philosophy and objectives; performs direct client care functions and other related duties as required.

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 current/valid Motor Vehicle Operator license. Incumbents in this class are 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: 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 **Job Posting 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: 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.

[PLEASE SEND APPLICATIONS TO:](#)

Ramona Sablón, HR Director/Human Resource Specialist
Capital Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06112
Fax: (860) 297-0931 - E-mail: jellena.jones@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