



# Department of ADMINISTRATIVE SERVICES Job Postings



## DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES CAPITOL REGION MENTAL HEALTH CENTER JOB OPPORTUNITY – FOR CANDIDATES ON A CURRENT EXAMINATION LIST MENTAL HEALTH ASSOCIATE ~ Managed Care Division

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

**Open To:** STATE EMPLOYEES - See **Eligibility Requirements** Below  
**Location:** 500 Vine Street/ work site: 51 Coventry Street, Hartford, CT 06112  
**Job Posting No:** CR-24684-1  
**Hours:** Monday through Friday; 1<sup>st</sup> shift: 8:00 am to 4:30 pm; 40 Hours per week  
**Salary Range:** (FK 20) \$59,119.00 to \$78,458.00 Annually  
**Posting Dates:** August 9, 2017 to August 15, 2017 (midnight)

**Duties may include but not limited to:** Independently organizes and provides liaison duties to city and state hospitals, assisting with the creation of detailed discharge plans for community living for difficult-to-place and/or at-risk clients; Collaborates among and between inpatient units, outpatient teams, managed services, residential placements, crises services, families, probation or parole and primary care services; Completes weekly and monthly utilization management reports utilizing various data bases and computer systems including but not limited to PND, WITS and DDaP; Reviews applications for community levels of care for completeness and processes as appropriate; Assists with managing wait lists for over 200 residential beds; Manages minutes and record-keeping for all the residential managed services meetings. Coordinates with intake and hospital units and prisons for appointments as needed, provides information on services offered, mission and treatment goals. Visits clients in person to ascertain case management needs and supports required and transport clients as needed; Reports to the Managed Services Nurse Clinician; performs direct client care functions and other related duties as required.

**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.
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:** 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.

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head Nurse 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:

E-Mail: [crmhcrecruitment@ct.gov](mailto:crmhcrecruitment@ct.gov) OR Fax: (860) 730- 8357

Ramona Sablón, Human Resources Specialist

Capitol Region Mental Health Center – Human Resources Division  
500 Vine Street, Hartford, CT 06116

**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. P-1

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Ramona Sablón at 860-418-6881 or [Ramona.Sablón@ct.gov](mailto:Ramona.Sablón@ct.gov)