

**Job Posting -- OPEN TO STATE EMPLOYEES ONLY**  
**SOUTHEASTERN MENTAL HEALTH AUTHORITY**  
**MENTAL HEALTH ASSISTANT 2- POSITION NUMBER: SM100370**

**PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.**

**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Program/Unit:** Wellness Recovery Advocacy Program  
**Shift/Schedule/Hours:** 1<sup>st</sup> shift/8:00 a.m. to 3:30 p.m./35 hours per week/every fourth weekend  
**Salary:** \$ 42,961  
**Posting Date:** May 2, 2012 **Closing Date:** May 8, 2012

**Duties may include but not limited to:** Function as a team member of a case management team: participates in assessment, and linkage to community services. Act as a role model and teach skills needed to manage independent community living. Observe clients self administer medications. Participate in community outreach programs that include crisis intervention and family contact in home settings, identify and access wide range of community resources, participate as a liaison to community agencies, make arrangements for outpatient appointments, keep clinical treatment team informed of observations made during client contacts. May co-lead psycho-social rehab groups. Complete required electronic documentation for billing, complete required clinical documentation.

**Eligibility Requirement:** This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Mental Health Assistant 2 examination, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply. Please note \*Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Special Experience and Training:** Incumbents in this class must possess and retain a valid driver's license in the State of Connecticut and 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. 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: Mental Health Assistant 2 applying to a Mental Health Assistant 2 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed. **\*Note to DMHAS Lateral employees:** Information sessions will be held during the posting period ending May 8, 2012. Contact Cindy Lukaszewicz at (860) 859-4651 to schedule an information session.
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:**  
**Cindy Lukaszewicz, Human Resource Representative**  
**Southeastern Mental Health Authority**  
**401 West Thames Street, Building 301, Norwich, CT 06360**  
**Phone: (860) 859-4651 / FAX: (860) 859-4792**  
**Email: [Cindy.Lukaszewicz@po.state.ct.us](mailto:Cindy.Lukaszewicz@po.state.ct.us)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **NP-6**