

JOB POSTING

**DMHAS - Connecticut Mental Health Center
Mental Health Assistant 2- CM #105751**

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.

Open To: State Employees

Location: 34 Park Street, New Haven, CT 06519

Program/Unit: Acute Services: 4th and 5th Floors Inpatient Unit

Shift/Schedule/Hours: 2nd shift / Part Time / 28 hours per week
Week 1 – Friday, Monday, Tuesday, and Thursday
Week 2 – Friday, Saturday, Sunday, and Thursday

Salary: \$24.95 -\$33.35 per hour

Posting Date: Tuesday, September 30, 2014

Closing Date: Monday, October 6, 2014

Duties may include but not limited to: Works under the supervision of an RN/ Charge Nurse to insure the safety and recovery of patients on a transitional living unit, and/or Acute Care inpatient unit and may be assigned to the Clinical Research Inpt. to maintain appropriate staffing mix and staffing levels as emergent staffing issues present themselves as defined by the nurse supervisor. May assist coordinating the transitional living program, and supervise MHA1's on the unit, Can function independently, coordinating case management. Collaborates with multidisciplinary Teams and assist in identifying patient problems and participate in treatment planning, and establishment of short and long term goals for inpatients. Ensures that all clinical documentation revisions are timely and complete. Conducts inpatient groups such as community meetings, goals group, and orientation meetings, as well as assist with in house patient activities. Participates in implementing health teaching interventions with patients and/or family members as prescribed in the Nursing Care and Treatment Plan. Participates as a liaison to community agencies, makes intervention, and provides individual group family supportive treatment under appropriate supervision.

Group facilitation, schedule and write new group exercises/topic outlines, may schedule outside MD appointments, accompany patients on appointments in the community, orientate new patients and complete admission paperwork Chart audit, Create chart forms as needed, type letters, update Roster, supervise urine collection paperwork, provide rehabilitative skill building to transition back to the community, Observes patients for behaviors that would indicate potential imminent safety risk to self or others; Collaborates with the RN in implementing measures to maintain the safety of patients who are at imminent risk to self and/or others, or is an AWOL potential; Demonstrates ability to assist inpatient with Activities of Daily Living, i.e. bathing, grooming needs, dental hygiene, toileting and vital signs. Provides unit coverage in the way of upper and lower lounge coverage.

Assist Charge Nurses with Admission and orienting patients to the unit. May be required to participate in restraints application, and assist in de-escalation of behavioral decontrol, inpatients, must attend and remain up to date on all DMHAS and CMHC mandatory training. May be required to take clients to medical or clinical appointments and or community outings, and fresh air breaks.

Special Requirements: Must possess and retain a current motor vehicle operator's license. Travel required.

Eligibility Requirement: 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. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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 a 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.

PLEASE SEND APPLICATIONS TO:
DMHAS – Connecticut Mental Health Center
Donna Zwilling, Human Resources Assistant
Fax: (203) 974-7637
34 Park Street, New Haven, CT 06519
Email: Donna.Zwilling@ct.gov

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 <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

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)