

JOB POSTING

**Connecticut Mental Health Center
Mental Health Assistant II – CM 26735**

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: 34 Park Street, New Haven, CT 06519
Program/Unit: CMHC-Law & Psychiatry
Shift/Schedule/Hours: 1st Shift / Monday - Friday / 8:30am to 4:00pm
Salary: \$45,578.00 – \$60,929.00
Posting Date: Wednesday, March 25, 2015 **Closing Date:** Tuesday, March 31, 2015

Eligibility Requirements: Candidates must have applied for and passed the Mental Health Assistant II 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.**

Duties may include but not limited to: Responsibilities include case management of clients who have active criminal cases in GA 23, assessments and care-planning for incarcerated clients from New Haven, entry of data for the Diversion Program, and liaison, referral and follow-up for clients on probation. Travel to all prisons in the state required. Review of the arraignment list each morning to identify DMHAS clients Transport clients from CMHC and residential setting to court appearances Provide case management for clients newly arrested who are released to the community with frequent court dates Prison visits to pre-trial clients for ongoing assessment Support the liaison work of diversion clinicians: transporting clients from court to CMHC and coordinating with CMHC clinicians and residential staff the court appearances. Case management with dual-diagnosis clients to enhance compliance with probation, substance abuse treatment groups, and court appearances. Entry of diversion data into CMHC medical record system. Retrieve data from mental record data system for court clinicians. Attendance at monthly Jail Diversion Meetings at Connecticut Valley Hospital.

Special Requirements: Must possess and retain a current motor vehicle operator's license. Must be able to successfully complete and pass a Department of Corrections background check. Must possess demonstrated experience working with community agents, probation, Department of Correction, medical services; courts, including the public defender's office and Alternate to Incarceration.

Preferred Requirements: Familiarity with services in the Greater New Haven Area. Experience with assessments of clients who are incarcerated. Knowledge of databases and the entry and retrieval of clinical data.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

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: MHA II applying to a MHA II 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
ATTN: 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 and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities' persons with disabilities and in recovery are encouraged to apply. (NP-6)