

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
RIVER VALLEY SERVICES
JOB OPPORTUNITY

HEALTH PROGRAM ASSISTANT 1--MANAGED SERVICE SYSTEM-Housing Program

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

Open To: The Public
Location: River Valley Services-Middletown, CT 06457
Job Posting No: RV076454
Hours: 1st shift/Monday - Thursday 8:30 a.m. to 4:00 p.m. / 28 hours per week
Salary: \$47,511.00 to \$63,386.00 annually, \$26.01, hourly
Closing Date: August 5, 2014

Eligibility Requirement: Candidates must have applied for and passed the Health Program Assistant 1 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: Assists (RVS), Region 2, Housing Coordinator in oversight and management of the local Middletown Shelter Plus Care and Housing Assistance Funds Program(s). Maintains documentation of the Screening Committee, recruitment and selection processes. Administers application, contract and leasing process, including apartment inspections and maintenance of documentation/records. Assists in providing consultation/training to service providers, program participants and landlords. Monitors and tracks program capacity, openings and lease renewal process. Provides assistance with liaison activity between housing authority and service providers, organize local efforts communicate info about access to Section 8 and alternate public housing resources. Tracks submission of funding application, contracts and amendments, fiscal quarterly reports, audits and service data. Reviews service data from agencies on DPAS and ECM systems.

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: Health Program Assistant 1 applying to a Health Program 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:

Human Resources
River Valley Services
P.O. Box 351, Middletown, CT 06457
FAX: (860) 262-5055
Email: RVS-RECRUIT@CT.GOV

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

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. **P-1**