

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
RECOVERY SUPPORT SPECIALIST TRAINEE\*  
COMMUNITY SUPPORT PROGRAM (CSP)

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

**Open To:** The Public  
**Location:** Capitol Region Mental Health Center, 500 Vine Street, Hartford, CT  
**Job Posting No:** CR-26961  
**Hours:** 1<sup>st</sup>; Monday – Friday, 8:00 a.m. to 4:30 p.m. (40 hours)  
**Salary:** \$38,770.00  
**Posting Date:** June 7, 2012 **Closing Date:** June 13, 2012

**Duties may include but not limited to:** Assists clients in defining personal goals for clients' recovery plans; assists clients in identifying and exercising their rights; provides observations to clinical support team with respect to client centered approaches; participates in assigned rehabilitative interventions to meet clients needs and goals; provides information and support to assigned clients to assist in their development of community networks and activities relating to community integration; provides instruction and skill training in recovery management to assigned clients and families; updates clients' notes in the medical record as required; enters computerized data as required; prepares and submits incident or other related forms; assists clients in following tasks outlined in recovery plan; observes and reports clients' behavior; assists clients in dealing with internal and external stress; assists clients in obtaining services that meet clients recovery needs; may provide outreach and transportation; may manage client behaviors through verbal communication; performs related duties as required.

**General Experience and Training:** Completion of the Recovery Support Specialist Certification Program required.

**COPY OF REQUIRED CERTIFICATION NEEDS TO BE FAXED OR MAILED IN WITH APPLICATION.**

**Special Requirement:** Incumbents in this class are required to **possess and maintain a valid Motor Vehicle Operator's license.**

\* **Career Progression:** After completion of six (6) months of successful and satisfactory performance as a Recovery Support Specialist Trainee, an incumbent will be moved to the Recovery Support Specialist classification (on the first pay period following the completion of the six (6) month requirement).

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**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:** Individuals 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:**  
**Ramona Sablón, HR Associate, 860-297-0905**

**1) Postal Mail: Capitol Region Mental Health Center/HR  
500 Vine Street, Hartford, CT 06112**

**OR**

**2) Fax: (860) 297-0931**

**OR**

**3) Email : jellena.jones@ 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 [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities).

The STATE OF CONNECTICUT is an Affirmative Action/Equal Opportunity Employer. Members of protected classes and/or individuals in recovery are encouraged to apply. NP-6