

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY
HEALTH PROGRAM ASSISTANT 1 – Admin/Community Development**

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

Open To: Candidates on a current examination list or holding permanent status in this title.
Location: 401 W. Thames Street, Bldg. 301, Norwich, CT
Job Posting No: SM104060-4
Hours: 1st shift/ 8:00 a.m. to 3:30 p.m./Monday thru Friday/35 hours per week
Salary: \$47,511.00 to \$63,386.00 annually
Closing Date: **August 3, 2014**

Eligibility Requirements: 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 permanent status in the above title 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: Provide support to the projects and initiatives of Admin/ Managed Services which include network program development, health integration/behavioral health homes, multicultural affairs and community outreach. Responsibilities include the coordination, completion, and submission of regular programmatic reports to agency and network leadership in addition to assisting with the evaluation of program results. Assist with monitoring the data, evidence-based practice fidelity and client outcomes of agency and contracted providers which may include desk audits, onsite program reviews, and assistance in report development. Additional responsibilities include the development of program and community outreach materials. This position requires the ability to utilize Microsoft Office applications; ability to interpret and develop charts, graphs and tables; ability to aggregate data; ability to establish and maintain cooperative relationships with internal and external stakeholders; the ability to effectively communicate orally and in writing to consumers, agency staff, community/network providers, and the general public; Other related duties as required.

Special Experience and Training: Incumbents in this class must possess and retain a valid driver's license 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: 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.

Email : MHA-SMHA-RECRUIT@ct.gov or FAX : (860) 859-4792
Southeastern Mental Health Authority
Office of Human Resources/ Attn: Recruitment
401 West Thames Street, Building 301, Norwich, CT 06360

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. P-1