

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY**

Mental Health Assistant 2 – Young Adult Services

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

Open To: State Employees
Location: SMHA's Young Adult Services - 401 W. Thames Street, Bldg. 301, Norwich, CT
Job Posting No: SM107082-2
Hours: 1st shift/8:00 am – 4:30 pm/72-72-80/every other weekend
Salary: \$44,250 - \$59,154 (Annually)
Closing Date: April 28, 2014

ELIGIBILITY REQUIREMENTS:

1. 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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**
2. State employees currently holding the above title may apply for lateral transfer.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

Duties may include but not limited to: Strong concentration on maintaining team clients' eligibility and maintenance of entitlement programs such as Medicaid/Medicare, Social Security, SNAP (food stamps), State Supplement (cash assistance), Energy Assistance, etc. Track clients' eligibility status, participate in budget meetings, and complete various entitlement documentation (including Eligibility Redeterminations). Provide a monthly listing regarding the status of each client's entitlements and redetermination due dates. Accompany clients to entitlement appointments as needed. Communicate, via telephone and writing, with staff from various entitlement agencies, including (but not limited to) Social Security Administration and the Department of Social Services. Teach clients life skills, with an emphasis on those skills related to applying for and sustaining entitlements. Utilize knowledge and competency with community resource integration, housing needs, entitlements, and psycho-education for client and families. Provide documentation to the YAS bookkeeper and SMHA fiduciary, as needed. Maintain a caseload. Provide intensive case management services in the community including apartment visits, crisis intervention, transportation, etc. Perform medication monitoring in compliance with the SMHA policy for the Supervision of Self-Administration of Medication. Identify case management and systems problems and contribute towards recovery plan development. Participate in Recovery Plan Meetings and complete documentation as needed. Interaction with clients will incorporate evidenced based practice techniques (e.g., IDDT, trauma, etc.), a recovery based approach, and awareness of the special developmental needs of young adults. Display a willingness and flexibility to accommodate and complete tasks that have been identified as priorities by other team members. Demonstrate respect, as well as the ability to listen and communicate effectively with clients, families, outside providers, and staff members. Other related duties as assigned.

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 an 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.

Email: MHA-SMHA-RECRUIT@ct.gov

FAX: (860) 859-4792

Southeastern Mental Health Authority
Office of Human Resources / Attn: Recruitment
401 West Thames Street, Building 301, Norwich, CT 06360

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