

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

**Mental Health Assistant 2 – Assertive Community Treatment**

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

**Open To:** State Employees  
**Location:** Assertive Community Treatment - 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** SM25442-2  
**Hours:** 2nd shift/2:00 pm –10:30 pm/72-72-80/every other weekend  
**Salary:** \$44,250 - \$59,154 (Annually)  
**Closing Date:** May 4, 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 permanent status in 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:** Work as a member of an Assertive Community Treatment (ACT) Program which provides intensive community services to adults with mental health and co-occurring substance use disorders. This is a multidisciplinary team that works together to provide person-centered recovery services; utilizing assertive community outreach, functional assessment, skills building, vocational assistance, clinical support, and family education. This position will require daily outreach visits, rehabilitative interventions which include skills training in all aspects of daily living, medication monitoring, daily assessment and risk intervention as needed. Ability to communicate with others, including accessing community service as needed, working with local resources, hospitals, providers in order to best meet individual needs. Daily documentation, along with required paperwork on assigned clients to meet both ACT fidelity and agency standards. Participate in team and agency meetings, along with representing the program at determined appointments and meetings in the community. Other related duties as required.

**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](mailto: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