

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

MHA2 – Assertive Community Treatment (ACT) Program

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

Open To: State Employees

Location: 401 W. Thames Street, Bldg. 301, Norwich, CT

Job Posting No: SM26126

Hours: 1st shift, 8:00 a.m. – 4:30 p.m. / Every Other Weekend (full-time, 40 hours)

Salary: \$52,090.00 to \$69,635.00 (Annually)

Closing Date: April 14, 2015

Eligibility Requirement:

1: State employees currently holding the above title or those who have previously attained permanent status may apply. DMHAS employees currently holding the above title may apply for lateral transfer.

2: 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.**

Duties may include but not limited to: Participates in assessment and linkage to community services; teaches/role models skills needed to manage independent community living along with providing targeted case management interventions to assigned case load; monitors clients self-administration of medications; participates in community outreach which would include crisis intervention and family contact in home settings; identifies and accesses wide range of community resources; participates as a liaison to community agencies; makes arrangements for outpatient appointments; keeps clinical treatment team informed of observations made during client contacts; may co-lead psycho-social rehab groups; provide support through verbal communication when necessary; may problem solve with clients in the community; enter data into the electronic health record; completes required clinical documentation including but not limited to Functional Assessments, Person Centered Recovery plans, Encounter Notes and participates in supervision as scheduled; other duties as assigned.

Special Requirements: 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:

- DMHAS employees who are lateral transfer candidates** (example: MHA2 applying to a MHA2 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
- 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:

Arnetia Douglas, Human Resources Assistant, Southeastern Mental Health Authority, 401 West Thames Street, Building 301, Norwich, CT 06360 Phone: (860) 859-4651 - FAX: (860) 859-4792 Email: MHA-SMHA-RECRUIT@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 **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. NP-6