

JOB POSTING
Connecticut Valley Hospital
JOB OPPORTUNITIES
SUMMER WORKER-ADDICTION SERVICES

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: Silver Street, Middletown, CT 06457

Program/Unit: Addiction Services

Job Posting No: CV-107981, CV-107982

Shift/Schedule/Hours: 8:00 a.m. – 4:00 p.m.; Monday thru Friday

Salary: \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).

Posting Date: May 14, 2014

Closing Date: May 28, 2014

IF APPLYING FOR MULTIPLE POSITIONS, PLEASE DO NOT SEND IN MULTIPLE APPLICATIONS. PLEASE LIST THE JOB POSTING NUMBERS ON THE BOTTOM OF THE FIRST PAGE OF THE APPLICATION ONLY

Duties may include but not limited to: Assisting with inventory project, ordering of supplies and data entry.

Requirements: Prospective hires should have the ability to perform clerical tasks such as copying; data entry; recording information; answering telephones; reception duties; computing; office machine operation; inventory and order supplies; stockroom; mail processing; and performing other related duties as required

Working Conditions: Incumbents may be required to do light lifting.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Job Posting Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

PLEASE SEND APPLICATIONS TO:
EMAIL: CVH-RECRUIT@ct.gov ~ **FAX:** (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

The 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 is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.