

JOB POSTING

**River Valley Services
JOB OPPORTUNITIES**

SUMMER WORKER-QUALITY IMPROVEMENT DIVISION

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: Leak Hall, Silver Street, Middletown, CT 06457

Program/Unit: Quality Improvement Division

Job Posting No: RV-107990, RV-107991

Shift/Schedule/Hours: 8:00 a.m. – 4:30 p.m.; Monday-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 POSITION NUMBERS ON THE BOTTOM OF THE FIRST PAGE OF THE APPLICATION ONLY

Duties may include but not limited to: Assisting with computer skills and preparation of Electronic Health Records.

Requirements: Prospective hires should have at least one year college experience majoring in Information Systems, Computer Science, Engineering, Information Technology (IT) or a related area. Other minimum qualifications for these positions are; familiar with Desktop computers and the Microsoft Operating System; knowledge of various software programs; basic interpersonal skills; basic logic and analytical skills; ability to prepare and maintain accurate records; ability to prepare written materials and reports; ability to follow oral and written instructions; and perform other related duties as required.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position 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:
DMHAS/River Valley Services
Amisha S. DeSai - Human Resources
P.O. Box 351
Middletown, CT 06457
Fax: (860) 262-5055, RVS-RECRUIT@CT.GOV**

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.