



EXAMINATION OPEN TO THE PUBLIC SAFETY EDUCATION INSTRUCTOR

ANNUAL \$54,299
SALARY: \$72,440

SALARY
GROUP: FP 19

APPLICATION CLOSING
DATE: AUGUST 14, 2014

EXAM
NO: 141200OCDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Mental Health and Addiction Services this class is accountable for assisting in the development and conduct of safety education programs for staff involved in providing behavioral health treatment and services.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **AUGUST 14, 2014**.

GENERAL EXPERIENCE: Five years of experience in the care and treatment of persons with mental health, substance abuse and/or co-occurring disorders.

SPECIAL EXPERIENCE: One year of the General Experience must have been assisting in the conduct of employee safety and/or training programs. **NOTE:** For state employees the Special Experience is interpreted as one year of experience at the level of Mental Health Assistant 1 and Licensed Practical Nurse or higher.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) Four years experience as a Mental Health Assistant 2 (Inpatient) may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS: (1) May be required to be certified as an American Red Cross Instructor CPR/AED and First Aid. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of principles and practices of safety as related to health care environment; knowledge of principles and practices of care, training, habilitation and rehabilitation of individuals with mental health, substance abuse and co-occurring disorders; some knowledge of methods and techniques of implementing and evaluating training programs; some knowledge of methods and techniques applicable to adult education; interpersonal skills; oral and written communications skills; psychomotor skills.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Safety Education Instructor include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Safety Education Instructor cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience conducting educational programs relative to occupational and clinical safety and health, such as CPR, first aid, managing dangerous patient behavior, Fire Safety and workplace violence. Be specific in describing the class sizes and nature of the program(s) for which you were responsible and the intended outcome. Also indicate whether the training you provided consisted of lectures, role-playing, physical skill training, seminars, group discussions and/or audio-visual presentations. (2) Experience utilizing behavioral management techniques in providing care, training, habilitation and rehabilitation of individuals with psychiatric disabilities and addictions. Be specific as to the nature of the services you provided, for whom they were provided and the intended outcome. (3) Experience with the methods and techniques of implementing and evaluating training programs. Describe your experience utilizing evaluation criteria to assess the effectiveness of the program e.g., participant evaluations, written tests. Include information about your responsibilities for program modification, preparing training materials, etc. (4) Oral and written communication experience. Detail your experience writing correspondence relative to educational safety programs. Be specific as to the purpose of these written materials, for whom they were prepared and the intended outcome. Also detail your experience with others which you feel demonstrates your oral and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. Detail any public speaking and training experiences including the topic, the audience and the intended outcome. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by August 14, 2014.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by September 30, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

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, persons with disabilities and military veterans.