

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**

**JOB OPPORTUNITY**

**Southeastern Mental Health Authority**

**SUMMER WORKERS**

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.

**Posting Date:** April 24, 2012 **Closing Date:** April 30, 2012

**Open To:** The Public

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

Position #	Program	Hours of Work	Duties
101721	Fiscal Services – Maintenance Dept.	37.5 hours per week 7:30 a.m. – 3:00 p.m.	Ensuring vehicles are clean and scheduled for needed maintenance and repairs, painting interior of the Southeastern Mental Health Authority facility building, shampooing carpets, moving furniture. Performs other related duties as required.
101722	Fiscal Services – Maintenance Dept.	37.5 hours per week 7:30 a.m. – 3:00 p.m.	Ensuring vehicles are clean and scheduled for needed maintenance and repairs, painting interior of the Southeastern Mental Health Authority facility building, shampooing carpets, moving furniture. Performs other related duties as required.

**Salary:** \$8.25 per hour

**Positions will end on September 6, 2012**

**Special Requirement:** Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.

**Application Instructions:**

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

**All applicants** must complete a State Employment Application for Employment (CT-HR-12). Resumes can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Cindy Lukaszewicz, Human Resource Representative**  
Southeastern Mental Health Authority  
401 West Thames Street, Building 301, Norwich, CT 06360  
Phone: (860) 859-4651 / FAX: (860) 859-4792  
Email: [Cindy.Lukaszewicz@ct.gov](mailto:Cindy.Lukaszewicz@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 DAS website at: [www.das.state.ct.us](http://www.das.state.ct.us)

**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.