State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB POSTING

CAPITOL REGION MENTAL HEALTH CENTER

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.

Position #	Program	Hours of Work	Duties
101745	Managed Care Division (MSD)	40 hours per week; Monday through Friday; 8:00 a.m. to 4:30 p.m.	Provide phone coverage, copying and filing for MSD in order to ensure prompt responses to people receiving services; may also perform other routine clerical tasks such as typing, word processing, recording information, assisting in compilation of service data, maintaining telephone logs, faxing or other office machine operations.
101725	Administrative Services/CRMHC	40 hours per week; Monday through Friday; 8:00 a.m. to 4:30 p.m.	Provide coverage to the entrances of both sites of Capitol Region Mental Health Center (500 Vine Street and 51 Coventry Street) in order to ensure that all persons entering the Center are greeted after arriving for appointments, and that their arrival is communicated to the clinical provider; may also perform routine clerical tasks such as filing, typing, copying, recording information, assisting in compilation of research data, answering telephones, reception duties, computing, office machine operation, mail processing; delivery of medical records.

Salary: $8.25 per hour **Posting Date: April 23, 2012** **Closing Date: April 30, 2012**

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)

All applicants must complete a State Employment Application for 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.

Ramona Sablón, HR Director, 860-297-0905

PLEASE SEND APPLICATIONS TO:

1) Postal Mail:
Capitol Region Mental Health Center/HR
500 Vine Street, Room 3780
Hartford, CT 06112
OR

2) Fax: (860) 297-0931

OR

3) Email: jellena.jones@ 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 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.