

## JOB POSTING

### Capitol Region Mental Health Center

### SUPERVISING CLINICIAN – CR 100367

**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:** 500 Vine Street, Hartford, CT 06112

**Program/Unit:** Young Adult Services – Hilltop Residential Division

**Shift/Schedule/Hours:** 1st Shift, Monday through Friday, 8:00 a.m. to 4:30 p.m. **Salary:** \$77,241.00

**Posting Date:** April 23, 2012

**Closing Date:** April 29, 2012

**Duties may include but not limited to:** Responsible for the clinical and administrative supervision of the Young Adults Services Hilltop Program; a 10 bed transitional living, supervised apartment program staffed 24 hrs per day, 7 days a week; provide after hours (24/7) "on-call" coverage/ consultation to the staff; directly supervises 15 staff members; responsible for purchasing; day to day fiscal management of the budget/client support funds; direct supervision, education and training; oversight of the staff schedule/assignments and work of staff; development and implementation of program goals and objectives, policies and procedures including environment of care and safety, among others; evaluating training and performance needs, providing regular administrative/clinical supervision, conducting competency based performance evaluations; conducting thorough clinical reviews of all referrals to the Hilltop Program to ensure they meet eligibility criteria; identifying risk management issues, when further consultation is needed, and making recommendations; participating in the transition treatment planning meetings of DCF/OOC referrals that pose placement/disposition challenges to identify obstacles and make recommendations; conducting medical records audits to ensure quality and compliance; assisting in recruitment and selection of staff; assisting in developing strategies for improving, reviewing and monitoring client care; performing clinical direct care duties as needed and other related duties as assigned.

To be considered for this position, candidates must possess the general and special experience and special requirements:

**General Experience:** Seven (7) years of professional health care experience in a psychiatric setting.

**Special Experience:** Two (2) years of the General Experience must have been at a lead level responsible for coordinating the work of a unit or team of professionals in a psychiatric setting.

**Note:** For State Employees the lead level is interpreted at the level of a Clinical Social Worker Associate for social work discipline, Head Nurse for the nursing discipline, an Associate Professional Counselor and an Associate Marriage and Family Therapist.

**Substitutions allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's Degree in a health care field related to one of the disciplines in the Special Experience may be substituted for one (1) additional year of the General Experience.

**Special Requirement: Must possess, retain and carry valid Drivers License. Travel in the community is required. Incumbents in this class must possess and retain a current license as a Clinical Social Worker, a licensed Marital and Family Therapist, a licensed Professional Counselor, or as a Registered Professional Nurse in the State of Connecticut.**

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**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)

#### **To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and 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.

#### **PLEASE SEND APPLICATIONS TO:**

Ramona Sablón, HR Director, 860-297-0905

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

OR

2) Fax: (860) 297-0931

OR

3) Email : jellena.jones@ 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 DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://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. P-1