

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
CAPITOL REGION MENTAL HEALTH CENTER  
JOB OPPORTUNITY  
RECOVERY SUPPORT SPECIALIST TRAINEE

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Assertive Community Treatment (ACT) Program, 500 Vine Street, Hartford, CT

**Job Posting No:** CR-106951

**Hours:** 1<sup>ST</sup> Shift; Monday – Friday; 8:00 am - 4:30 pm ~ 40 hours per week

**Salary Range:** (FK 13) \$39,934.00 to \$ \$54,249.00 Annually

**Posting Time Frame:** January 24, 2014 to January 30, 2014

**Duties may include but not limited to:** Function as a member of an Assertive Community Treatment (ACT) Program, a mobile, multi-disciplinary team which provides a higher level of care to adults with serious mental illness and co-occurring substance use disorders who are in need of intensive community supports. The ACT program follows and complies with the ACT fidelity requirements to ensure positive outcomes for the individuals served and gives priority to those individuals that are leaving state psychiatric inpatient programs, nursing homes and prisons. The ACT Program serves approximately 55 individuals utilizing a person centered, recovery based team approach. Services include: assertive community outreach, mental health, substance abuse & peer support services, vocational assistance family education and wellness skills training. The Recovery Support Specialist works with the team to assist clients in defining their personal goals for recovery, in identifying and exercising their rights and in developing a community network/integration. The Recovery Support Specialist participates in the provision of rehabilitative interventions to clients and their significant others/families, including instruction, education and skill training in recovery management. Additionally, assists clients in following tasks outlined in their recovery plan, observes and reports client's behavior to other team members, assists clients in dealing with external and internal stress, assists clients in obtaining services that meet their recovery needs and provides outreach and transportation services as necessary. Most of these interventions are provided in community settings (home, etc.). The Recovery Support Specialist documents services in the medical records, prepares and submits incident and other forms/reports and enters computerized data as per policies and procedures; performs other related duties as assigned.

**General Experience and Training:** Completion of the Recovery Support Specialist Certification Program required.

**~ COPY OF REQUIRED RSS CERTIFICATION MUST BE FAXED OR MAILED IN WITH APPLICATION ~**

**Special Requirements:** Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class are required to travel. **Incumbents in this class must complete the RSS certification prior to applying. Certificate must be faxed with the application.**

**Working Conditions:** Incumbents in this class may be required to lift and restrain clients and may have significant exposure to infectious and/or /communicable diseases, strongly disagreeable conditions and risk of injury.

**Career Progression:** After completion of six (6) months of successful and satisfactory performance as a Recovery Support Specialist Trainee, an incumbent will be moved to the Recovery Support Specialist classification (*on the first pay period following the completion of the six (6) month requirement*).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head Nurse 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.

**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:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**E-Mail:** [crmhrecruitment@ct.gov](mailto:crmhrecruitment@ct.gov) OR Fax: (860) 297-0931

**Ramona Sablón, Human Resources Specialist  
Capitol Region Mental Health Center – Human Resources Division  
500 Vine Street, Hartford, CT 06116**

**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. (NP-6)