

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY**

**HEALTH PROGRAM ASSISTANT 2 - REPOSTED**

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

**Open To:** Candidates currently on the exam list for Health Program Assistant 2  
**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Program/Unit:** Quality Management  
**Job Posting No:** SM104060  
**Hours:** 1<sup>st</sup> shift/8:00 a.m. to 3:30 p.m./Monday thru Friday/35 hours per week  
**Salary:** \$50,870 to \$67,345 (Annually)  
**Closing Date:** **April 8, 2014**

**Eligibility Requirement:** Candidates must have applied for and passed the Health Program Assistant 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Duties may include but not limited to:** Analyze, evaluate and interpret programmatic and service related data including census, utilization, contacts, productivity, and other outcome-driven and performance indicator related data; coordinates internal reporting structure and liaisons with clinical programs to provide education and training related to data integrity and outcome accountability including related components of the electronic health record; manages and maintains agency dashboards and required reports related to accreditation standards, performance indicators and evidence-based practice models; develops and oversees regular audit and review of fidelity based programming including CSP/RP, ACT and IPS; assists with collection and synthesis of survey information agency wide including consumer and employee satisfaction; prepares comprehensive reports on planning and progress of agency and quality management programs; participates in implementation of the electronic record and provides technical consultation to line staff, supervisors and managers related to the same; serves as a member of Joint Commission Committee and other agency task forces or committees as assigned; prepares information for distribution to the public, consumers and staff as needed; serves as liaison between division and programs, OOC, Joint Commission, other state agencies and network providers as directed for purpose of keeping information flowing, particularly as it relates to the agency database. Excellent knowledge and skills with Microsoft Office. Performs related duties as required.

**Special Requirement:** Incumbents in this class are required to possess and maintain a current/valid Motor Vehicle Operator's license and may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should 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). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**Email:** [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov)

**FAX:** (860) 859-4792

**Southeastern Mental Health Authority  
Office of Human Resources / Attn: Recruitment  
401 West Thames Street, Building 301, Norwich, CT 06360**

**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. (P-1)**