

JOB POSTING

DMHAS - Connecticut Mental Health Center
Office Assistant 26512
Open to State Employees and the Public

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: 34 Park Street, New Haven, CT 06519

Program/Unit: Office of Care Management / Workforce Development & Training and Compliance

Shift/Schedule/Hours: 1st Shift – Monday, Wednesday, Friday: 9:00 AM - 4:30AM / Tuesday, Thursday: 9:00 AM – 3:00 PM / Part-Time 32 hours weekly

Salary: \$38,552.00-\$50,582.00

Posting Date: November 18, 2013 **Closing Date:** November 24, 2013

Duties may include but not limited to: This position will work in The Workforce Development & Training / Compliance Office, as well as The Office of Care Management . The position will assist with employee orientation procedures and updates to the staff information database. The Workforce Development & Training / Compliance Office has an essential role in providing, coordinating training required for federal, state and certifying agency regulations. The Workforce Development & Training / Compliance Office is responsible for assisting the organization to meet and maintain training and education standards established by The Joint Commission and other regulatory agencies. The department is responsible for providing educational sessions and the coordination of required annual mandatory training for all CMHC staff. The Office Assistant position provides the vital communication link between Workforce Development & Training / Compliance Office and all staff members of the center. The position is responsible maintaining the training and education files for all staff in the DMHAS Learning Management System and CMHC computer program; Provides assistance to staff on how to access and utilize the online training system, often requiring one on one contact over the phone and in person to walk staff through the process with Learning Management System ; Generates training reports and distributes these reports monthly to forty separate departments; distribute monthly mandatory training calendar; reserve training rooms; maintains and orders supplies; check requisition orders and verifies invoices with supplies order; coordinate with fiscal department; purchasing of training & education materials, books, etc.; create training certificates; plans conference logistics; photocopying all written material for distribution and secure room reservation; arrange for audio visual equipment; May be required to start work earlier to set up and register staff for training sessions. Provide clerical support to committees of the Medical and Professional Staff including working with chairs to write and distribute agenda, maintain filing for committees, track completion of assignments, send out meeting reminders, take minutes for the meetings. Provides office and telephone reception coverage. May perform data entry functions such as transfers, discharges, and diagnosis and provider billable and non-billable services into the DMHAS Avatar system.

Special Requirements: Must possess and retain a current motor vehicle operator's license. Travel required.

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant 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.**

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:
DMHAS – Connecticut Mental Health Center
ATTN: Ryan Howe, Human Resources Assistant, FAX: (203) 974-7637
34 Park Street, New Haven, CT 06519
Email : Ryan.Howe@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

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-3)**