

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

MENTAL HEALTH ASSOCIATE- Assertive Community Treatment

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** State Employees  
**Location:** Assertive Community Treatment, 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** SM108411  
**Hours:** 2<sup>nd</sup> shift/2:00p.m. to10:30 p.m./72-72-80/every other weekend  
**Salary:** \$48,759 - \$64,709 (annually)  
**Closing Date:** May 4, 2014

**ELIGIBILITY REQUIREMENTS:**

1. **Candidates must have applied for and passed the Mental Health Associate exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**
2. State employees currently holding permanent status in the above title may apply for **lateral transfer**.

**Duties include, but not limited to:** Provide leadership and client support on second shift as part of the ACT team. Provide case management support including assessing and coaching clients to gain and demonstrate daily living skills along with skills needed to maintain stability in the community. Provide daily monitoring of the self-administration of medications, accessing and coordinating appropriate community services, providing transportation to appointments as needed, crisis intervention, family support, and direct care support as indicated. Requires a good knowledge of community resources, ability to communicate professionally with clients, staff, and other treatment and service providers. Responsible for daily charting along with familiarity with the ACT fidelity scale which includes person-centered recovery plans and assessments along with all other chart documentation requirements to meet agency standards. This position requires good communication skills with both staff and clients and must be able to demonstrate the ability to be a team player. Ability to provide leadership on the second shift which would include both supervisory and administrative duties, most predominantly, monitoring staff attendance and productivity. Must have the knowledge and ability to utilize the computer to meet both documentation and productivity requirements. May be required to attend meetings both within the agency and in outside agencies to discuss client care and services. Direct care functions and other related duties as required.

**General Experience:** Three years' experience at the level of Mental Health Assistant 2, LPN or its equivalent in a psychiatric setting.

**Substitution Allowed:**

1. College training in mental health technology, a behavioral science, social work, rehabilitation therapy, or its equivalent may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience up to a maximum of two (2) years.
2. Completion of a mental health trainee certificate program may be substituted for six (6) months.

**Special Requirement:** Must retain current valid driver's license and will 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:** 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 MHA2 applying to an MHA2 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:**

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

**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