

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
HEAD NURSE

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

Open To: Public

Location: Meriden Health Services, Public Division, Meriden Campus

Job Posting No: 022106

Hours: Week 1 Second Shift, Full Time, Saturday, Sunday, Tuesday, Wednesday – 2 PM - 9 PM; Thursday – 4 PM - 11 PM
Week 2 Second Shift, Full-Time, Friday, Monday, Tuesday, Wednesday – 2 PM – 9 PM, Thursday – 4 PM – 11 PM

Salary: \$2,197.97 Bi-Weekly

Closing Date: November 11, 2013

Examples of Duties: WORKING LEAD: Leads the planning of care and implementation of the nursing process; plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; makes recommendations for personnel actions such as selection, discipline and performance; conducts or assist in conducting performance evaluations; leads professional and paraprofessional nursing staff in provision of patient/client care; maintains and promotes standards of nursing; ensures controlled drugs are properly stored, administered and ordered; identifies staff development needs; provides staff training and assistance; instructs staff regarding policies and procedures; participates in interdisciplinary meetings to promote and ensure adjustment and continuity of patient/client care programs; responds to emergencies; may make recommendations on policies and standards; may prepare reports or correspondence; may serve as Qualified Mental Retardation Professional; performs other related duties as required.

DIRECT CARE: Participates in the planning of care and implementation of the nursing process for a 5 bed ICF unit with a 6 bed respite unit; plans unit workflow for shift, participates in coordination of respite services, provides direct nursing care as needed and determines priorities; leads professional and paraprofessional nursing staff in provision of patient/client care; maintains and promotes standards of nursing; ensures controlled drugs are properly stored, administered and ordered; identifies staff development needs; provides staff training and assistance to include nursing delegation and med admin certification; instructs staff regarding policies and procedures; participates in interdisciplinary meetings to promote and ensure adjustment and continuity of patient/client care programs; responds to emergencies; may make recommendations on policies and standards; may prepare reports or correspondence; performs other related duties as required; may serve as Qualified Mental Retardation Professional; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

Special Qualification and Job Requirements Knowledge, Skills And Ability Considerable knowledge of and ability to independently apply nursing principles, techniques and standards; considerable knowledge of specialized patient/client care applicable to nursing assignment; considerable knowledge of medications, their actions, interactions, uses and side effects; knowledge of general and mental health conditions and treatment interventions through utilization of assessment, nursing diagnosis, outcome identification, health planning, implementation and re-evaluation; knowledge of adult learning and family systems theory; knowledge of and sensitivity to cultural and socio-economic differences; considerable interpersonal skills; oral and written communication skills; ability to establish and maintain collaborative relationships with other professionals, community resources and providers; ability to act as a role model to health care staff; supervisory ability.

Substitution Allowed: A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

Special Requirements:

1. Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.
2. Incumbents in this class must possess in good standing a valid driver's license.
3. Incumbents in this class may be required to travel.

Character Requirements: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

Working Conditions: Incumbents in this class may be required to lift/restrain clients/patients; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive clients/patients; may be exposed to disagreeable conditions.

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW

Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:
Department of Developmental Services — South Region
104 South Turnpike Road, Wallingford, CT 06492
Attn: Recruiter
Phone: 203-294-5122 Fax: 860-920-3035

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.