



DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION  
JOB OPPORTUNITY  
HEAD NURSE

**REPOST – PREVIOUS APPLICANTS NEED NOT RE-APPLY**

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

**Open To:** Public  
**Position:** Head Nurse  
**Location:** Meriden Campus, Meriden, CT  
**Job Posting No:** 022106  
**Hours:** **Week 1** - 2<sup>nd</sup> Shift, Full Time, Saturday, Sunday, Tuesday, Wednesday - 2 PM-9 PM; Thursday - 4 PM-11 PM  
**Week 2** - 2<sup>nd</sup> Shift, Full-Time, Friday, Monday, Tuesday, Wednesday - 2 PM-9 PM, Thursday - 4 PM-11 PM  
**Salary:** HC 24 \$59,089 - \$80,010 (New employees to state service start at the beginning of the range)  
**Closing Date:** July 7, 2014

**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 Intellectual Disabilities 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 Intellectual Disabilities Professional; performs related duties as required.

**Knowledge, Skills and Abilities:** 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.

**General Experience:** Two (2) years of experience as a Registered Professional Nurse

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

**Preferred Experience:** Preference will be given to applicants with demonstrated experience providing professional nursing services to individuals with intellectual and developmental disabilities.

**Special Requirements:**

1. Incumbent must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.
2. Incumbent must possess and retain a valid Motor Vehicle Operator's license
3. Incumbent may be required to travel.
4. Incumbent must successfully pass a pre-employment physical.

**Character Requirement:** 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 permanent appointment.

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

**Application Procedure for All Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-1 2) located at [www.das.state.ct.us/exam](http://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.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter**

**Email: [DDS.SR.Recruiting@ct.gov](mailto:DDS.SR.Recruiting@ct.gov) Phone: 203-294-5122 Fax: 860-920-3035**

**Application materials can be emailed, faxed, or mailed**

**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.