

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
CLINICAL NURSE COORDINATOR

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

Open To: The Public
Location: Private, Wallingford, CT
Job Posting No: 023319
Hours: Monday through Friday, 8:30AM – 4:00PM
Salary: \$2,197.97 Bi-Weekly
Closing Date: September 23, 2013

Examples of Duties: Working under the direction of the Health Services Director, the Clinical Nurse Coordinator will complete a variety of required nursing duties such as conducting health assessments and ensuring medical care in community settings is appropriate; Infection Control monitoring tasks including being a member of the South region infection control committee. Several hours per week will require coordination and collection of medical records for the mortality review process. Acts as a resource for individuals, staff, and families. May provide on-going consultation and monitoring of health services in a variety of settings. Additional duties may include PRC participation and related private sector nursing responsibilities. This position participates in the nursing on call rotation. Other duties may include: Writes clinical program objectives, policies, procedures and manuals; conducts client health assessments; develops, implements and reviews client health care plans; participates or chairs client centered interdisciplinary teams; interviews client; accompanies client on visits to treatment programs or placement settings; follows up on client care in community programs to assure client in least restrictive environment; assures continuity of care to prevent recidivism; applies for financial aid for client through Department of Social Services; maintains records of client progress or failure after placement; develops community health resources and provides on-going consultation and monitoring of services; acts as a resource person to staff and community; prepares reports and statistical summaries; may clinically supervise direct care staff in execution of clinical programs; may develop and conduct inservice educational programs for staff and families; may perform recordkeeping functions; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Special Qualification and Job Requirements Knowledge, Skills And Ability Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for clients and their families in institutional and community oriented settings; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills. Knowledge of nursing principles and clinical therapeutic models of patient and/or client care with emphasis on interdisciplinary team approaches.

Experience & Training: **General Experience:** Three (3) years of professional nursing experience.

Special Experience: One (1) year of the General Experience must have been at the level of Head Nurse providing consultation and evaluating the assessment of nursing services provided to individuals with intellectual disabilities.

Substitutions Allowed:

1. A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.
2. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirements:

1. Incumbents in this class must possess and retain a license as a registered nurse in Connecticut.
2. Incumbents in this class must possess and retain a valid driver's license. Incumbents will be required to travel.
3. Incumbents must be able to make periodic schedule adjustments based on organizational needs.
4. Preference will be given to applicants with experience in infection control/community providers.

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.