

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION  
JOB OPPORTUNITY  
HEAD NURSE  
HARTFORD REGIONAL CENTER – NEWINGTON

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

**Open To:** Public

**Location:** Hartford Regional Center - Newington

**Job Posting No:** 00018598

**Hours:** Week 1: Monday, Wednesday & Thursday: 8:00am – 4:30pm; Friday: 9:00am – 4:30pm  
RDO's: Tuesday, Saturday & Sunday (31 scheduled hours)  
Week 2: Saturday & Sunday: 6:00am – 3:30pm;  
Tuesday, Wednesday & Thursday: 8:30am – 4:00pm  
RDO's: Friday & Monday (39 scheduled hours)

**Salary:** \$57,367 - \$77,679

**Closing Date:** October 28, 2013

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Examples of Duties:** Duties consistent with Head Nurse job specifications. Independently develops, implements and monitors nursing and/or health care plans for assigned caseload. Provides supervision of LPN nursing staff, monitoring nursing services on assigned shift. Conducts nursing assessments including admission and discharge assessments. Develops and implements plans for continuing care; Assures nursing care plans and physician's orders are carried out in a complete and timely manner. Maintains records and provides written reports. Provides nursing services that comply with ICF regulation, DDS policy and regulation and RN Quality Job Performance Standards. Provides direct nursing care to individuals, including assisting with medication administration. Provides nursing input and medical information to interdisciplinary team. Provides shift to shift communication with nursing and residential staff. BLS and valid driver's license. Must possess good written and communications skills and be computer proficient. Performs related duties as required.

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

**Special Experience:** One (1) year of the General Experience must have been working with individuals with developmental disabilities. Note: The Special Experience is not required for the Department of Developmental Services.

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

**Special Requirements:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. May be required to be fluent in a foreign language or proficient in the use of American Sign Language in certain designated positions. May 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 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](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.**

**Send application materials to: Department of Developmental Services — North Region**

**155 Founders Plaza, 255 Pitkin Street  
East Hartford, CT 06108**

**Attn: Carol Pfeifer**

**Email: [carol.pfeifer@ct.gov](mailto:carol.pfeifer@ct.gov) Phone: 860-263-2618 Fax: 860-622-4967**

**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.