



DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**NURSE CLINICAL INSTRUCTOR (GENERAL)**

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

**Open To:** The Public

**Location:** Education Support & Staff Development Division, New Haven Office

**Job Posting No:** 22446

**Hours:** 35 hours/week – Monday-Friday (Flex for training needs, actual times TBD)

**Salary:** \$57,367\* – \$77,679 (HC-24) \*employees new to state service typically start at bottom of range

**Closing Date:** June 16, 2014

**This Nurse Clinical Instructor (NCI) position is assigned to the Education Support & Staff Development Division at the Department of Developmental Services (DDS). The position is responsible for all medical related training for our public employees in the western portion of DDS South region.**

**Examples of Duties:**

- Coordinate the medication re-certification process for the South Region Public sector (New Haven, Meriden areas). The NCI conducts a review class prior to the re-certification exams. The NCI conducts tutoring for staff that needs additional help to pass the initial exam & a 1.5-hour review for each individual staff when there is a medication error. Also teaches the 23 hour Medication Administration Course as needed.
- Coordinate the OSHA ,mandated Hep B vaccine program (New Haven, Meriden areas).
- Teach classes required by licensing, Waiver program and ICF/MR. The NCI teaches Infection Control, First Aid Review, Signs & Symptoms, Seizures, Dysphagia, CPR/BLS and Nutrition.
- Additional teaching includes DDS Medication Administration Certification Initial course for public and private sector employees, Trained Staff for IFS, and Retraining course for public/private certified staff.
- Related duties include participating in the state-wide NCI meetings, the monthly Regional Nursing meetings, curriculum development for health related topics, updating the Infection Control curriculum, consultant and resource to South Region nurses and employees.
- Other duties as related to the statewide Educational Support & Staff Development Team.
- Performs related duties as required.

**General Experience:** Three (3) years' experience in hospital or institutional nursing as a registered professional nurse in the appropriate specialty serviced by the agency.

**Special Experience:** One (1) year of the General Experience must have been at the level of Head Nurse working with the type of patients and/or clients serviced by the agency.

**Substitution 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 current license as a registered professional nurse in Connecticut.
2. Incumbents must be or eligible to become an endorsed instructor for Medication Administration and an instructor for American Heart Association Basic Life Support.
3. Incumbents will be required to work a flexible schedule encompassing both 1st and 2nd shift hours to meet the training needs of the South Region.
4. Incumbents must possess and retain a valid driver's license. Incumbents will be required to travel.

**Preferred Skills & Experience:**

- Experience in the clinical instruction of adults.

**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.**

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

Send application materials to:

**Department of Developmental Services — Central Office**  
**460 Capitol Avenue**  
**Hartford, CT 06106**  
**Attn: Ms. Daimar Ramos**  
**Email: [DDS.CO.Recruiting@ct.gov](mailto:DDS.CO.Recruiting@ct.gov) Phone: 860-418-6121 Fax: 860-920-3045**

Application materials can be mailed, faxed, or emailed.

**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.