

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)  
HEAD NURSE – Position Number: WC25870

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

**Open To:** State Employees and the Public  
**Location:** Western Connecticut Mental Health Network  
**Program/Unit:** Community Support Program / Torrington Area  
**Shift/Schedule/Hours:** 1st Shift - Monday-Friday – 8:00 a.m.-4:30 p.m. - 40 Hours/Week  
**Posting Date:** August 17, 2012                      **Closing Date:** August 23, 2012

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply. Candidates who possess the general experience and training and special experience and training and requirement may apply.

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

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

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

**Special Requirement:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. Incumbents in this class must possess and retain a Valid Motor Vehicle Operator's License - incumbents in this class may be required to travel.

**Duties may include but not limited to:** Provides ongoing nursing services which include assessing, coordinating, monitoring and advocating in partnership with clients. Provides clinical/rehabilitative services in a respectful, dignified and collaborative partnership with clients and abides by the National Standards of Nursing Practice. Provides multiple service contacts and outreaches to clients in the agency and community. Works collaboratively with clients and other programs to increase natural supports and achieve community integration. Documents physician's orders, calls medications into pharmacies, coordinates lab work and administers Decanoate injections as needed. Provides medication education to clients, coordinates medical care, follows up on medical appointments and acts as a liaison to medical providers. Services may include assisting clients to develop an understanding of medications, providing education to clients concerning psychiatric illness and substance use when indicated, promoting hygiene, safe health practices and interpersonal skills, providing transportation to appointments and advocating on client's behalf, medication monitoring as indicated.

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

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (ex. Head Nurse applying to a Head Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

**Angela M. Baker, Human Resources Associate – 203-805-6411**

1) **Email:** [Angela.Baker@ct.gov](mailto:Angela.Baker@ct.gov)

**OR**

2) **Fax:** (203) 805-6432

**OR**

3) **Postal Mail:** Western Connecticut Mental Health Network

55 West Main St., Suite 410, Waterbury, CT 06702-5501

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (P-1)