

**Department of Mental Health and Addiction Services
Connecticut Mental Health Center
JOB OPPORTUNITY
Supervising Nurse – PN CM26483**

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

Open To: The Public
Location: Connecticut Mental Health Center, 34 Park Street, New Haven CT 06519
Program/Unit: Department of Nursing /Clinical Neuro Research Unit
Annual Salary: \$71,703.00 to \$96,205.00
Shift/Schedule/Hours: 1st Shift / Monday – Friday; 7:30am to 3:00pm

Posting Date: Thursday, May 28, 2015 **Closing Date:** Wednesday, June 3, 2015

Duties include but are not limited to: This position ensures that all Nursing staff adheres to CMHC Standards of Nursing Care and Practice, CMHC ethical standards, and functions as point person to oversee unit operations, may coordinate admissions with Admissions Coordinator. Supervises staff responsibilities and/or delegates assignment sheet, supervise to ensure patient and unit needs are addressed, evaluates unit workflow based on evaluation of unit conditions, individual patient needs, and clinical expertise of staff, in order to ensure maintenance of the therapeutic milieu, may develop and/or monitor work schedules and employee job assignments to ensure adequate coverage, equitable distribution of employee time off, work assignments, and holiday coverage. Counsels and supervises staff as necessary, works with scheduler to fill staff absences. Performs competency based evaluations for nursing staff. Completes yearly staff performance appraisals, may at times function as Team Leader, or in a charge, may be project coordinator for performance improvement data collection or quality improvement studies. Collects data and audits charts for deficiencies, makes plan of correction, Reviews Weekly Acuity Reports on the CNRU gives report in the CMHC Clinical Coordinators Meeting. Participates in weekly nursing leadership meetings, Leads Team Leader weekly meetings, is a member of Inpt Unit leadership group may co lead unit weekly community meetings. Participates as an active CMHC Committee member. May lead monthly staff meetings for MHA, RNs, and LPNs in absence of Clinical Manager. May attend weekly bed disposition meetings. May collect data regarding medication errors, and assist with plan of correction, assumes a leadership role in assessing and maintaining the safety of patients who are at imminent safety risks, leads staff to use least restrictive options for management of dyscontrolled behavior in accordance with CMHC Policy and Procedure: Supervises the safe application of restraints in accordance with CMHC Policy and Procedure: Interventions for Behavioral Dyscontrol. May interview and select staff, supervise, and evaluate staff performance, May coordinate and/or provide staff development or education and training programs for nursing and other clinical staff. Completes projects in accordance with established deadlines. Serves as a role model for registered nurses, licensed practical nurses, and MHA I, II in conveying a organize clinical and administrative services with the goal of continuous quality improvement. Assumes a leadership role in planning, developing and implementing agency practices, policies and procedures. Addresses identified staff conflicts; morale issues, and works jointly with Nurse Manager and other Nurse Supervisors to correct them. Demonstrate knowledge of and adherence to guidelines governing the protection human subjects and the ethical conduct of research. Develop and follow the policies and procedures associated with research and the clinical care of patients at each research site (CNRU, PET Center, Yale MRI center and YCCI-HRU).. Serve as a liaison between program directors, principal investigators and other affiliated research personnel working in the affiliated research programs. Work under the supervision of the Program Directors of and in collaboration with research and Nursing staff on the Clinical Neuroscience Research Unit at the Connecticut Mental Health Center (CNRU), Yale PET Center, Yale MRI center, and the Yale Center for Clinical Investigation (YCCI-HRU). Provide specialized nursing care to individuals participating in inpatient and outpatient research studies i.e. Peripheral Intravenous insertion, IV study medication infusion and continuous ECG monitoring

General Experience: Four (4) years of experience as a Registered Professional Nurse in a hospital, regional, institutional or psychiatric setting.

Special Requirement: Must possess and retain a valid motor vehicle operator's license. Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. Two (2) years of the General Experience must have been at the level of a Head Nurse, Head Nurse (Correctional Facility), Forensic Head Nurse or Clinical Nurse Coordinator working with the type of patients/clients serviced by the agency.

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

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** (example: Community Clinician applying to a Community Clinician 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 promotional/demotional candidates** must submit 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 applicants** 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.

PLEASE SEND APPLICATIONS TO:
DMHAS – Connecticut Mental Health Center
Donna Zwilling, Human Resources Assistant
Fax: (203) 974-7637
34 Park Street, New Haven, CT 06519
Email: Donna.Zwilling@ct.gov

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 <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

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. (P-1)