

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
CAPITOL REGION MENTAL HEALTH CENTER  
JOB OPPORTUNITY  
Licensed Practical Nurse – Part Time**

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

**Open To:** The Public  
**Location:** 500 Vine Street, Hartford, CT  
**Job Posting No:** CR 92830  
**Hours:** 1<sup>st</sup> Shift/8:00 a.m. to 4:30 p.m. / Monday through Thursday/ 32 hours per week  
**Salary:** \$23.52 per hour  
**Closing Date:** July 5, 2012

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

**Duties may include but not limited to:** Management and oversight of the weekly Clozaril and Decanoate clinics; provide health teaching to CRMHC outpatient clients; support CRMHC Infection Control Plan by inspecting, cleaning and disinfecting all non-critical medical equipment; participate in the Infection Control Committee; act as a liaison between clients and their treatment team regarding complex medical issues; accompany medically compromised clients to medical appointments; provide medication education on an individual and group basis; enter blood work in client's medical record daily; other duties as assigned.

**GENERAL EXPERIENCE:** License or temporary permit to practice nursing in Connecticut by the State Board of Examiners for Nursing.

**SPECIAL REQUIREMENTS:** Incumbents in this class must possess and retain a license or temporary permit as a Licensed Practical Nurse in Connecticut. Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**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: LPN applying to a LPN posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed. **\*Note to DMHAS Lateral employees:** Information sessions will be held during the posting period ending June 20, 2012. Contact Cindy Lukaszewicz at (860) 859-4651 to schedule an information session.
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:**

**Ramona Sablón, HR Director  
Capitol Region Mental Health Center  
500 Vine Street, Hartford, CT 06112  
Phone: (860) 297-0905 / FAX: (860) 297-0931  
Email: [jellena.jones@ct.gov](mailto:jellena.jones@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 [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. **NP-6**