

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
Connecticut Mental Health Center
JOB OPPORTUNITY

DMHAS Behavioral Health Clinical Manager – Department of Nursing

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

Open To: The Public
Location: 34 Park Street, New Have, CT 06519
Job Posting No: CM27810
Hours: 1st shift / 8:30 a.m. to 5:00 p.m. / Monday thru Friday / 40 hours per week
Salary: \$86,813.00 (annually)
Posting Date: Thursday, November 6, 2014 **Closing Date:** Wednesday, November 12, 2014

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

Duties may include but not limited to: Providing leadership to the Acute Inpatient Division, inclusive of the Sub Acute Transitional Living Program and Clinical Neuroscience Research unit in the coordination of nursing services with the administrative, medical, and clinical service components. Works under the limited Supervision of Director of Nursing 2 and collaboratively with the Program Director to ensure the 24/7 operation has efficient and safe delivery of patient care. Responsible for clinical programming, coordinates plans and manages program activities; formulates program goals and objectives; develops or assists in the development, supervision and implementation of related patient care policy prepares or assists in preparation of program. Collaborates with Director and Attending Physicians to ensure provision of adequate and appropriate nursing care that addresses patient and program needs. Assist in the development and implementation of related policy and procedures to ensure program compliance with standards established by outside monitoring agencies, and ensure compliance with quality assurance findings and recommendations. Collaborates with the Director of Training and Education to identify staff learning needs. Collaborates with nursing supervisors regarding the clinical supervision needs of staff. Directly supervises Nursing Supervisors and other assigned staff. May represent Management in Grievances. Participates as Nursing Leadership in Center Wide Committee Meetings and Nursing Leadership meetings. Assist in the selection, supervision and performance review of nursing employees. Participates in policy development, program planning, and resource allocation decisions. Assures nursing compliance with regulatory requirements and accreditation standards. Collaborates with Inpatient Admissions Coordinator to monitor patient flow to and from the inpatient service. Collaborate and participate weekly UM meetings and clinical leadership in planning and coordinating the admissions and discharges on the inpatient service. Collaborate with Inpatient Leadership to perform monthly audits on Master Treatment and Nursing Care Plans. Maintain and monitor staffing costs and overtime via the processing of the biweekly payroll. Leads Weekly Nursing Supervisors Meeting. May lead unit based staff meetings, and leadership meetings. May lead Critical Incident reviews. Promote Joint Commission safety goals; Collaborate with inpatient leadership to provide clinical information at the Clinical Coordinators Weekly meetings. May cover represent Director of Nursing and Inpatient Director in their absence. Assist in the recruitment, selection and retention of program staff in collaboration Nursing Administration. Oversee the orientation of new staff and trainees, ensure that all nursing staff receives clinical and administrative supervision, and staff performance, competency are annually evaluated. May Co- Chair Nursing Policy development committee and assist with revisions Nursing Policy and Procedure Manual. May Lead and or Co Lead scheduled staff Inpt meetings. Collaborate and participate weekly UM meetings and work collaboratively with clinical leadership in planning and coordinating the admissions and discharges on the inpatient service. Collaborate with team and program leaders to enhance service utilization and documentation of the medical record. Will develop crisis response plans and manage crises as needed. Collaborates with the Program Director on the selection, orientation, and development of clinic staff and professional trainees; Functions as a liaison to other units within the center, functions as a liaison to other providers. Prepares clinical and administrative reports; serves as a member of the Medical and Professional Staff and serves on center-wide committees and planning groups; may serve as the Program Director in his/her absence. Participate in the policy development and revisions Nursing Policy and Procedure Manual. Collaborate with CMHC Administration. Lead and or Co Lead scheduled staff meetings or Patient Rounds Collaborate and participate weekly UM meetings and work collaboratively with clinical leadership in planning and coordinating the admissions and discharges on the inpatient service. Works closely with the Program Director, Medical Director, and other administrative staff to ensure that service delivery complies with regulatory requirements, accreditation standards, and center-wide policy and procedures as they evolve over time; collaborates with the Program Director on the selection, orientation, and development of clinic staff and professional trainees; conducts performance evaluations; Functions as a liaison to other units within the center, functions as a liaison to other providers, and represents the clinic in the community; Prepares clinical and administrative reports; serves as a member of the Medical and Professional Staff and serves on center-wide committees and planning groups; may serve as the Program Director in his/her absence; Performs other tasks relevant to the supervision and administration of the Adult Treatment Team as agreed with the Program Director.

General Experience: Four (4) years of professional experience in Behavioral Health Care and a Master Degree in a clinical discipline, Public Health Administration, Health Care Administration or Hospital Administration.

Special Experience: Two (2) years of the General Experience must have been supervising professional staff. For state employees, this is at the level of Behavioral Health Unit Supervisor; Nurse Supervisor or Supervising Clinician.

Special Requirement: **Incumbents in this class must maintain the appropriate current license for registered nurse.** Incumbents in this class are required to possess and maintain a current/valid Motor Vehicle Operator's license.

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:

DMHAS employees who are lateral transfer candidates (for example, DMHAS Behavioral Health Clinical Manager applying to a DMHAS Behavioral Health Clinical Manager posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.

DMHAS employees who are promotion/demotion 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).

All other applicants who meet the General Experience, Special Experience and Special Requirements 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:
Donna Zwilling, Human Resources Assistant
Connecticut Mental Health Center
34 Park Street, New Haven, CT 06519
FAX: (203) 974-7637
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 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. (MP)