

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY
HEAD NURSE

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

Open To: THE PUBLIC
Location: Capitol Region Mental Health Center ~ Young Adult Services ~ Hilltop Residential Program
556-558 Blue Hills Avenue/ 500 Vine St, Hartford 06112
Job Posting No: CR- 93314
Hours: 1st shift, 8:00 am to 4:30 PM; 40hrs a week; every other weekend
Salary Range: \$67,530.00 to \$91,440.00 Annually
Posting Dates: March 6, 2015 through March 12, 2015

Duties may include but not limited to: Responsible for the coordination and the day to day supervision of the Young Adult Services Hilltop Supervised Apartment Program on first shift. This residential program is charged with providing residential/clinical/life skills training and services (24hrs a day, 7 days a week) to 10 young adults who are typically transitioning from DCF or the hospital and who have been identified as in need of a high-level of care and monitoring in the community. The residents of the Hilltop Program are individuals between the ages of 18-26 and present with a multitude of behavioral health problems including but not limited to, severe trauma, sexual behavior problems, pervasive developmental disorders, substance use, impulsive disorders and other behavioral health problems. The Head Nurse provides clinical and administrative supervision of the shift staff which includes mental health associate, mental health assistants 1& 2 and other staff. Independently provides direct nursing care and may provide individual, group and family treatment; provides administrative and clinical supervision to paraprofessionals and other staff. Oversees the implementation of recovery plans that are person centered and recovery oriented ensuring that interventions are performed by the residential staff as requested. Actively participates in the implementation of transition plans for adolescents referred to YAS by the DMHAS Office of the Commissioner, who are residing in DCF funded programs and that may pose placement/disposition challenges, to identify obstacles and make recommendations; may be asked to participate in workgroups to enhance services for young adults especially in areas related to peer support, co-occurring disorders, trauma and gender issues, family engagement, rehabilitation services, and young parents. Other duties include: Scheduling, assigning and reviewing work, conducting competency based performance evaluations of staff assigned, lead staff in the provision of client/resident care, identifying staff development needs and providing trainings, preparing administrative reports such as schedules, reviewing and approving requests for time off, approving time sheets, reviewing attendance, orienting new staff to the shift, providing regular supervision, ongoing consultation &/or identifying when further consultation is needed. Documents in the medical records and audits medical records documentation to ensure quality and compliance, performs nursing direct care duties as needed.

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

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

Special Experience: 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 Requirements:

- Incumbents must possess and retain a current motor vehicle operator's license and are required to travel.
- Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.

Working Conditions: Incumbents in this class may be required to lift and restrain patients/clients; may have exposure to communicable/infectious diseases and risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

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

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: 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 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06112
Fax: (860) 297-0931 - E-Mail: jellena.jones@ct.gov

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