



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
CLINICAL NURSE COORDINATOR (GENERAL)
WILLIMANTIC OFFICE

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

Open To: Public
Location: Willimantic Office
Job Posting No: 00020113
Hours: Monday through Friday 9:00am - 4:30pm
RDO's: Saturday and Sunday
Salary: \$59,089 to \$80,010 annually*
*Incumbents new to state service begin at the minimum
Closing Date: September 8, 2014

Examples of Duties: Assigned to the Community Companion Home (CCH) Program in the Willimantic office, Private Administration Division, this position works directly with our CCH Licensees and the Planning and Support Team to assure appropriate health coordination for approximately 25 DDS individuals living in DDS CCH's in the Tolland and Windham counties. The CNC monitors and provides ongoing training to CCH Licensees who by regulation are responsible for carrying out the health goals for individuals residing in their CCH. The CNC also coordinates with community physicians and community-based services coming into the CCH to assure that services are in compliance with both DDS health directives and state regulatory requirements. The CNC is part of the Planning and Support Team and participates in planning and review meetings, providing quarterly and annual health summaries to the team; completes a Community-Based Health Assessment for persons referred for CCH services; assists in the development of licensing plans of corrections; disseminates medical guidelines or recommendations distributed by the Department of Public Health, Department of Social Services and DDS and is a liaison nurse for any consumer admitted to a hospital or rehabilitation facility as required by federal regulation. Participates in the Regional On-Call system. Valid driver's license, computer skills or ability to become functional in core MS applications and the ability to effectively communicate verbally and in writing.

Minimum Qualifications Required

Knowledge, Skill And Ability: Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for clients and their families in institutional and community-oriented settings as related to parenthetical title; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills. Knowledge of nursing principles and clinical therapeutic models of patient and/or client care with emphasis on interdisciplinary team approaches as related to individuals with developmental disabilities.

General Experience: Three (3) years of professional nursing experience.

Special Experience: One (1) year of the General Experience must have been at the level of Head Nurse working with individuals with developmental disabilities.

Department of Developmental Services (General): One (1) year of the General Experience must have

been providing consultation and evaluating the assessment of nursing services provided to individuals with intellectual disabilities.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbents in this class must possess and retain a license as a registered nurse in Connecticut. Incumbents in this class may be required to travel.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

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

All application materials must be received by 11:59pm on the closing date indicated above

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services – North Region

155 Founders Plaza/255 Pitkin Street – 2nd Floor – East Hartford, CT 06108

Attn: Recruiter

Email: DDS.NR.Recruiting@ct.gov Phone: (860) 263.2623 Fax: (860) 706.1420

Application materials can be emailed, faxed or mailed

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.

