

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: The Public
Location: Willimantic Office
Job Posting No: 00019373
Hours: Monday through Friday: 8:30am – 4:00pm
RDO's: Saturday and Sunday
Salary: \$57,367 - \$77,679
Closing Date: **October 7, 2013**

Examples of Duties: Nursing responsibilities are consistent with Clinical Nurse Coordinator job specification. Provides oversight of health care needs/services for individuals residing in DDS public residential programs. Delegates medication administration and medical treatments to licensed nurses and non-licensed certified staff. Implements med sanction process. Trains/retrains licensed and non-licensed staff. Develops and implements plans for continuing care. Insures nursing directives and physician's orders are carried out in a complete and timely manner. Maintains records and provides written reports. Provides direct nursing care such as medication administration, assessments, admissions and discharges as the needs of the individuals living in DDS managed residential programs change. Provides nursing services that comply with state and federal regulations, DDS policy and regulation and RN Quality Job Performance Standards. Provides oversight and ongoing monitoring of health and medical services for individuals in assigned programs. Attends nursing and team/house meetings. BLS and current driver's license. Must possess considerable interpersonal skills; oral and written communication skills. Computer proficient. Prefer one year of General Experience to include working with individuals with developmental disabilities. Perform related duties as required.

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

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the 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.

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

Send application materials to:

Department of Developmental Services — North Region

155 Founders Plaza, 255 Pitkin Street

East Hartford, CT 06108

Attn: Carol Pfeifer

Email: carol.pfeifer@ct.gov Phone: 860-263-2618 Fax: 860-622-4967

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.