

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION  
JOB OPPORTUNITY  
CLINICAL NURSE COORDINATOR (GENERAL)  
NEWINGTON OFFICE – IFS DIVISION

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

**Open To:** The Public

**Location:** Newington Office – IFS Division

**Job Posting No:** 00019797

**Hours:** Monday, Tuesday & Wednesday: 9:00am – 4:30pm; Thursday & Friday: 10:30am – 6:00pm  
RDO's: Saturday and Sunday

**Salary:** \$57,367 - \$77,679

**Closing Date:** **October 21, 2013**

**Examples of Duties:** Nursing responsibilities are consistent with Clinical Nurse Coordinator job specifications. This position will serve as a resource/consultant to individuals living in the community with their families in the Greater Hartford Area, as well as to staff and community agencies and practitioners; may include Family Training as a Medicaid Waiver service. May make home visits, conduct nursing assessments and participate in OPA investigations, including assisting with IPSP and PSP responses and with individuals in temporary nursing home/rehab placements; maintains accurate written and/or electronic data and reports. Responsibility may include nurse duties at the Family Respite Centers in Newington and Windsor. Duties include, but are not limited to, conducting pre-visits; attending team meetings, forming guest groupings; collecting the guest's health and medical information prior to admissions; obtaining, maintaining and kardexing accurate physician's orders; reviewing guest health plans; participating in guest admissions/discharges as needed; staff training and in-servicing. Works closely with Respite Center Staff and the IFS Resource Team. Participates in the Regional On-Call system. Incumbent duties may include temporary assignment with Public CLA's. Conducts nursing assessments; develops and implements nursing and/or health care plans; provides supervision of staff and monitors nursing services; provides admission and discharge nursing assessments including plans for continuing care; assures nursing care programs are carried out thoroughly and on schedule; investigates problems which have been referred by staff, other team members and department; reviews diets and nutritional needs of clients; maintains records of drugs used, stored and secured; provides for nursing services to comply with ICF and CLA regulations; provides nursing input to interdisciplinary health care plans; will act as important member of the team to provide medical information and attend meetings and make reports on health status. BLS and current driver's license. Must possess good oral and written communications skills and be computer proficient. Performs other 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 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](http://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](mailto: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.