

Department of Children and Families
JOB OPPORTUNITY
CLINICAL NURSE COORDINATOR (GENERAL)
HARTFORD AREA OFFICE

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

Open To: THE PUBLIC
Location: HARTFORD
Job Posting No: LW96652HF
Hours: 1st Shift: Monday-Friday (37.5 hours)
Salary: \$63,310.00 - \$85,725.00 annually
Closing Date: March 30, 2015

The Department of Children and Families is currently recruiting for one (1) full-time (37.5 hours weekly), 1st shift, Clinical Nurse Coordinator (General), for Region 4, (Hartford and Manchester area offices). This position will have regional responsibilities servicing the two offices as necessary, but will be stationed in the Hartford area office.

PURPOSE OF CLASS:

In a state facility this class is accountable for coordinating the various facets of clinical programs involving multiple wards OR for serving as liaison between the institution and community programs and placement settings.

GUIDELINES FOR CLASS USE:

This class can be used in one of two ways:

1. Clinical Coordinator: Incumbent is responsible for developing, coordinating, clinically supervising, monitoring and evaluating health services for an assigned caseload of clients living in community settings. This includes acting as a liaison between the Department of Developmental Services and community health providers.
2. Liaison Nurse: Incumbent is responsible for coordinating the placement of patients and/or clients into community psychiatric programs and facilities and following up on these placements.

Note: This class is not expected to provide direct administrative supervision of a ward. The emphasis is on clinical supervision to multiple wards or units.

SUPERVISION RECEIVED:

Works under the limited supervision of a Director of Nursing, Psychologist or other employee of higher grade

SUPERVISION EXERCISED:

May supervise and/or lead nurses and other direct care staff as assigned.

EXAMPLES OF DUTIES:

Writes clinical program objectives, policies, procedures and manuals; conducts client health assessments; develops, implements and reviews client health care plans; participates or chairs client centered interdisciplinary teams; interviews client; accompanies client on visits to treatment programs or placement settings; follows up on client care in community programs to assure client in least restrictive environment; assures continuity of care to prevent recidivism; applies for financial aid for client through Department of Social Services; maintains records of client progress or failure after placement; develops community health resources and provides on-going consultation and monitoring of services; acts as a resource person to staff and community; prepares reports and statistical summaries; may clinically supervise direct care staff in execution of clinical programs; may develop and conduct in-service educational programs for staff and families; may perform recordkeeping functions; performs related duties as required.

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.

GENERAL: Knowledge of nursing principles and clinical therapeutic models of patient and/or client care with emphasis on interdisciplinary team approaches as related to parenthetical title.

PSYCHIATRIC: Considerable knowledge of psychiatric nursing and clinical therapeutic models of client care with emphasis on interdisciplinary team approaches; knowledge of psychiatric illnesses and medications.

EXPERIENCE AND TRAINING:

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 the type of clients indicated by the parenthetical title.

NOTE: Preference will be given to candidates with pediatric experience.

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 intellectual disabilities.

Substitutions Allowed:

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

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license as a registered nurse in Connecticut.
2. Incumbent in this class may be required to travel

Application Instructions: Interested candidates must submit a complete State application (CT-HR-12), resume, letter of intent, and three letters of reference from current or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references. Please reference posting number **LW96652HF** on all correspondence. Applications packets may be mailed to the address listed below or faxed to **1-860-418-8005**.

DEPARTMENT OF CHILDREN AND FAMILIES
250 Hamilton Street
Hartford, CT 060106
ATTN: Letonia Wright
FAX # 860-418-8005

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.