DEPARTMENT OF DEVELOPMENTAL SERVICES – CENTRAL OFFICE
JOB OPPORTUNITY
CLINICAL NURSE COORDINATOR (GENERAL)

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

Open To: The Public
Class Title: Clinical Nurse Coordinator (General)
Location: 460 Capitol Avenue, Hartford (Quality and Systems Improvement Division)
Job Posting No: 00085581
Hours: Monday – Friday (1st shift) Full-time
Salary: $60,862 - $82,411 (HC-24) (New Hires to state service start at minimum)
Closing Date: August 29, 2017

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

Knowledge, Skills and Abilities:
Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for individuals 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 parenthetical title.

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.

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. Incumbents in this class may be required to travel.

Preferred Skills & Experience:
Knowledge of Quality Management, QSRs, Licensing and other related health service delivery systems

Examples of Duties:
Provides requisite oversight of consumer (individual) services and supports, specifically in the areas of nursing and health, the responsibilities for which the DDS Central Office, Quality and Systems Improvement (QSI) Division is charged. This oversight will be provided within QSI, in a consultative role, supporting division staff including Quality Review Specialists, Quality Monitors and Quality Review Specialist Supervisors. This support is provided in support of field operations including residential and day services, at Community Living Arrangements (CLA) Continuous Residential Supports (CRS), Community Companion Homes (CCH), Individual Support Settings and a wide range of day/vocational services settings, the majority of which are CMS Waiver Services, and State regulated. The CNC leads and provides functional supervision to Quality Review Specialists and Quality Monitors within the QSI division, and provides consultation and interfaces with DDS Regional Health Services Directors, Private Provider nurses, and Nurse Consultant Agencies. Will serve as liaison between the agency's QSI Division and community programs statewide and as a member of the licensing and QSR teams. Conducts home inspections and other related duties as required.

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

Application Instructions: 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 two (2) letters of reference.
All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Department of Developmental Services  
Human Resources  
155 Founders Plaza/255 Pitkin Street-2nd Floor  
East Hartford, CT 06108  
Attn: Daimar Ramos  
Email: DDS.CO.Recruiting@ct.gov  
Fax: (860) 920-3045  
Phone: (860) 263-2625

Preferred method of delivery is via email.

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Teresa Gonzalez at 860-418-6122 or Teresa.Gonzalez@ct.gov