



Department of Development Services – West Region
JOB OPPORTUNITY
REPOST
HEAD NURSE
LOWER FAIRFIELD CENTER - NORWALK

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Public

Position: Head Nurse – Full-time (70 hrs. bi-weekly)

Location: Lower Fairfield Center - Norwalk

Job Posting No: 018424

Hours: 1st Shift
Week 1 – Friday, Monday, Tuesday, Wednesday 6:00am – 2:30pm; Regular Days Off: Saturday, Sunday, Thursday
Week 2 – Friday 6:00am – 12:30pm, Saturday, Sunday, Monday, Wednesday 6:00am – 2:30pm; Regular Days Off: Tuesday, Thursday

Salary: \$2,197.97/bi-weekly

Closing Date: March 10, 2014

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. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

Examples of Duties: Duties consistent with the Head Nurse job classification. 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 consumers; maintains records of drugs used, stored and secured; provides for nursing services to comply with ICF regulations, JCAHO standards, etc.; provides nursing input to interdisciplinary health care plans and individual consumer programs; will act as important member of the Team to provide medical information and attend meetings and make reports on health status. This includes, but is not limited to, attending initial interviews (pre-visit) with the family; attending team meetings to review guest profiles; schedule appropriate groupings and reviewing respite center visits; collecting the guests health and medical information prior to admissions; obtaining, maintaining and kardexing accurate physician's orders; reviewing guest health care plans; participating at consumer' admissions and in-servicing staff.

General Experience: Two (2) years of experience as a registered professional nurse.

Special Requirements: Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. May be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions. Will 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 DDS Employees 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 — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yolette Tappin
Fax: 203-574-8857
[Email: Yolette.tappin@ct.gov](mailto:Yolette.tappin@ct.gov)**

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.