



Department of Development Services – West Region  
JOB OPPORTUNITY  
HEAD NURSE  
NORTHWEST CENTER - TORRINGTON

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

**Open To:** Public

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

**Location:** Northwest Center - Torrington

**Job Posting No:** 097444

**Hours:** 2<sup>nd</sup> Shift ~  
**Week 1** –Saturday, Sunday, Monday, Wednesday, Thursday 2:00pm – 10:30pm,  
Regular Days Off Friday, Tuesday  
**Week 2** – Friday, 4:00pm-10:30pm; Monday, Tuesday, Wednesday 2:00pm – 10:30pm,  
Regular Days Off Saturday, Sunday, Thursday

**Salary:** \$2,197.97

**Closing Date:** February 24, 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. Incumbent will be responsible to lead the planning of care and implementation of the nursing process; professional and paraprofessional nursing staff in provision of patient/client care; maintain and promote standards of nursing; ensure controlled drugs are properly stored; provide staff training and assistance; participate in interdisciplinary meetings to promote and ensure adjustment and continuity of consumer care programs; respond to emergencies; may prepare reports or correspondence; conducts nursing assessments; develops and implements nursing and/or health care plans; provides admission and discharge nursing assessments including plans for continuing care; investigates problems which have been referred by staff, other team members and department; reviews diets and nutritional needs of consumer; maintains records of drugs used, stored and secured; provides for nursing services to comply with ICF regulations, 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, obtaining, maintaining, and kardexing accurate physician's orders, and in-servicing staff. Performs other related duties.

**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](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 — West Region  
Rowland Government Center, 4<sup>th</sup> 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.