



Department of Development Services – North Region  
JOB OPPORTUNITY  
Head Nurse

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

**Open To:** Public

**Location:** Harford Regional Center - Newington

**Job Posting No:** 19021

**Hours:** 1st Shift Full Time, 70 Hours Bi-Weekly  
Schedule: Monday, Tuesday, Wednesday, Thursday, Friday, 6AM to 1:30PM,  
Saturday and Sunday are regular days off

**Salary:** \$60,862 to \$82,411 Annual, New to State Service start at \$60,862

**Closing Date:** December 14, 2015

**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 works under the general direction from a Supervising Nurse or an employee of a higher grade. Will be assigned 1<sup>st</sup> shift Charge responsibilities. Leads the planning of care and implementation of the nursing process; plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; makes recommendations for personnel actions such as selection, discipline and performance; conducts or assist in conducting performance evaluations; leads professional and paraprofessional nursing staff in provision of patient/client care; maintains and promotes standards of nursing; ensures controlled drugs are properly stored, administered and ordered; identifies staff development needs; provides staff training and assistance; instructs staff regarding policies and procedures; participates in interdisciplinary meetings to promote and ensure adjustment and continuity of patient/client care programs; responds to emergencies; may make recommendations on policies and standards; may prepare reports or correspondence; provides nursing services that comply with ICF regulation, DDS policy and regulation and RN Quality Job Performance Standards; performs other related duties as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of and ability to independently apply nursing principles, techniques and standards; considerable knowledge of specialized patient/client care applicable to nursing assignment; considerable knowledge of medications, their actions, interactions, uses and side effects; knowledge of general and mental health conditions and treatment interventions through utilization of assessment, nursing diagnosis, outcome identification, health planning, implementation and re-evaluation; knowledge of adult learning and family systems theory; knowledge of and sensitivity to cultural and socio-economic differences; considerable interpersonal skills; oral and written communication skills; ability to establish and maintain collaborative relationships with other professionals, community resources and providers; ability to act as a role model to health care staff; supervisory ability.

**General Experience**

Two years of experience as a Registered Professional Nurse.

**Substitution Allowed**

A Bachelor's degree in Nursing may be substituted for one (1) year of the experience.

**Special Requirement**

- Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.
- Incumbents in this class may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.
- Incumbents in this class maybe required to travel.

**Working Conditions:**

Incumbents in this class may be required to lift and restrain patients/consumers; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive consumers and may be exposed to strongly disagreeable conditions.

**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 cover letter, a resume and an Application for Employment to:

**Department of Developmental Services North Region  
Human Resources  
155 Founders Plaza/255 Pitkin Street-2<sup>nd</sup> Floor  
East Hartford, CT 06108  
Attn: Recruiter**

**Email: [DDS.NR.Recruiting@ct.gov](mailto:DDS.NR.Recruiting@ct.gov) Fax: (860) 706-1420 Phone: (860) 263-2623**

**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.