



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY

HEAD NURSE (2 positions/1 full-time and 1 part-time)

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

Open To: State employees only
Location: Hartford Regional Center - Newington
Salary: \$59,089 to \$80,010 annually
*Incumbents new to State service begin at minimum
Closing Date: June 15, 2015

POSITION #	LOCATION	HOURS/WORK SCHEDULE
00018598 (full-time)	Hartford Regional Center - Newington	Week 1: Monday through Friday 8am - 3:30pm RDO's: Saturday and Sunday Week 2: Saturday and Sunday 6am - 2:30pm and Tuesday , Wednesday and Thursday 8am - 2:30pm RDO's: Friday and Monday

Duties consistent with Head Nurse job classification. Conducts nursing assessments. Develops and implements nursing and/or health care plans. Provides supervision of direct-care staff and LPN's and monitors nursing services. Conducts admission and discharge nursing assessments including developing and implementing plans for continuing care. Assures that nursing care programs are carried out thoroughly. Communicates and insures appropriate follow-up with community health care providers. Provides oversight of all aspects of the medication administration process. Investigates concerns identified by staff, other team members and/or DDS. Insures that nursing services comply with ICF regulations, DDS policy and procedure and RN Job Performance Standards. Completes periodic nursing reviews and reports and provides nursing/medical input to interdisciplinary team. Attends meetings pertaining to individual consumer care and monthly house meetings. Assists during DPH surveys as directed. BLS and current driver's license. Computer proficient; good written and verbal communication skills. Prefer one (1) year of the General Experience be working with individuals with developmental disabilities. Other duties as required.

POSITION #	LOCATION	HOURS/WORK SCHEDULE
00018628 (part-time)	Hartford Regional Center - Newington	Week 1: Friday 4pm - 11:30pm & Sunday 3pm - 10:30pm (14 scheduled hours) RDO's: Monday, Tuesday, Wednesday, Thursday and Saturday Week 2: Friday 4pm - 11:30pm, Saturday and Sunday 3pm - 10:30pm (21 scheduled hours) RDO's: Monday, Tuesday, Wednesday and Thursday

Duties consistent with 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 clients; 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 client programs; will act as important member of the Team to provide medical information and attend meetings and make reports on health status. BLS and current driver's license. One (1) year of the General Experience working with individuals with developmental disabilities is preferred. Computer proficient. Good verbal and written communication skills. Other duties as related.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: 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.

EXPERIENCE AND TRAINING:

General Experience: Two (2) 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 General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.
2. 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.
3. Incumbents in this class maybe required to travel.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

WORKING CONDITIONS: Incumbents in this class may be required to lift and restrain patients/clients; may have exposure to communicable/infectious diseases and risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

Application Procedure: 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.

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

All application materials must be received by 11:59pm on the closing date indicated above

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services – North Region
155 Founders Plaza/255 Pitkin Street – 2nd Floor – East Hartford, CT 06108
Attn: Recruiter**

Email: DDS.NR.Recruiting@ct.gov Phone: (860) 263.2623 Fax: (860) 706.1420

**Application materials can be emailed, faxed or mailed
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

