



Department of Development Services – North Region  
JOB OPPORTUNITY  
Licensed Practical Nurse

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

**Open To:** Public  
**Position:** Licensed Practical Nurse  
**Salary:** Hourly Equivalent: \$25.70 – \$34.35 (New to State Service \$25.70)  
**Closing Date:** November 2, 2015

Job Posting Number	Location	Shift and Hours
102221	Card St, Willimantic	<b>3<sup>rd</sup> Shift Part-time 35 hours bi-weekly</b>  Saturday: 11:00PM to 8:30AM Sunday: 10:00PM to 6:00AM Regular Days Off: Monday through Friday
102224	50 Taos Drive, Danielson	<b>1<sup>st</sup> Shift Part-time 35 hours bi-weekly</b>  Week One: Saturday: 6:00AM to 2:45PM Sunday: 6:00AM to 2:45PM Regular Days Off: Monday through Friday  Week Two: Monday through Friday: 6:00AM to 9:30AM Regular Days Off: Saturday and Sunday

**Examples of Duties:** Works under the general supervision of a registered nurse, or other professional of higher grade. Assists in the general care and treatment of individuals with intellectual and developmental disabilities; measures doses and administers medications including insulin injections; documents medications using appropriate forms; performs narcotic counts; checks and may administer intravenous medications; reports changes in patients to supervising registered nursing staff; ensures that restraints are applied correctly; transcribes doctors medication orders; dispenses certain medications, applies topical medication; takes and charts temperatures, pulses and respirations; performs simple nursing treatments; monitors general patient needs including personal hygiene; reports on patient conditions and behavior; keeps the residence safe and healthy; administers enemas or suppositories; performs foley catheterization care; orients patients concerning medications and their use; may perform emergency first aid; performs related duties as required. The Licensed Practical Nurse may be assigned the lead charge responsibility and will participate in the direct personal care of the individuals residing in the residence.

**Knowledge, Skills and Abilities:** Knowledge of practical nursing specialties and bedside care; knowledge of various medications used in conjunction with persons with intellectual and developmental disabilities. Knowledge of infection control practices; some knowledge of nutrition and diets; basic knowledge of medical and lab sciences; considerable interpersonal skills; ability to keep records; some ability to lead staff.

**Experience and Training:** License or temporary permit to practice nursing in Connecticut by the State Board of Examiners for Nursing.

**Special Requirements:**

- Incumbents must be current in or successfully complete all DDS required training including CPR or BSL
- Incumbents in this class may be required to be bilingual or fluent in American Sign Language.
- Incumbent may be required to possess and retain a valid Motor Vehicle license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
- Incumbent may be required to travel.
- Proficiency with computer programs such as Outlook, Excel and Word

**Working Conditions:** Incumbents in this class may be required to lift and restrain 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 Procedure for Current DDS Employees 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 professional reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Separate applications must be submitted with every job posting  
Incomplete applications materials will not be considered**

**Application materials can be emailed, faxed or mailed 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) Phone: (860) 263-2623 Fax: (860) 706-1420**

**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.