



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
CLINICAL NURSE COORDINATOR (GENERAL)
WILLIMANTIC/PUTNAM

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

Open To: Public
Position Title: Clinical Nurse Coordinator (General)
Location: Willimantic/Putnam areas
Job Posting No: 00018725
Hours: Monday through Friday 8:30am – 4:00pm
RDO's: Saturday and Sunday
Salary: \$57,367 to \$77,679 annually
Closing Date: April 21, 2014

Examples of Duties: Nursing responsibilities are consistent with Clinical Nurse Coordinator job specifications. Provide oversight of health care needs/services for individuals residing in DDS public residential programs. Delegate medication administration and medical treatments to licensed nurses and non-licensed certified staff. Implement med sanction process. Train/retrain licensed and non-licensed staff. Develop and implement plans for continuing care. Insure nursing directives and physician's orders are carried out in a complete and timely manner. Maintain records and provide written reports. Provide direct nursing care such as medication administration, assessments, admissions and discharges as the needs of the individuals living in DDS-managed residential programs change. Provide nursing services that comply with state and federal regulations, DDS policy and regulation and RN Quality Job Performance Standards. Provide oversight and ongoing monitoring of health and medical services for individuals in assigned programs. Attend nursing and team/house meetings. Applicants must be current in all DDS required training. BLS and current driver's license. Must possess considerable interpersonal skills; oral and written communication skills. Computer proficient. Perform related duties as required.

Minimum Qualifications Required

Knowledge, Skill And Ability: Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for clients and their families in institutional and community-oriented settings as related to parenthetical title; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills. Knowledge of nursing principles and clinical therapeutic models of patient and/or client care with emphasis on interdisciplinary team approaches as related to parenthetical title.

General Experience: Three (3) years of professional nursing experience.

Special Experience: One (1) year of the General Experience must have been at the level of Head Nurse working with the type of clients indicated by the parenthetical title. One (1) year of the General Experience must have been providing consultation and evaluating the assessment of nursing services provided to individuals with intellectual disabilities.

Substitution Allowed: A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbents in this class must possess and retain a license as a registered nurse in Connecticut. Incumbents in this class 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 DSW 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.

Incomplete application materials will not be considered.

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 — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer
Email: carol.pfeifer@ct.gov Phone: 860-263-2618 Fax: 860-622-4967
Preferred method of application is via fax to 860-622-4967

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.

