



Department of Development Services – West Region  
JOB OPPORTUNITY  
CLINICAL NURSE COORDINATOR (General)  
COMMUNITY CAMPANION HOME (CCH)

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

**Open To:** Public

**Position:** Clinical Nurse Coordinator (General) – Full time (70 hours)

**Location:** Cheshire Regional Center - Cheshire

**Job Posting No:** 018464

**Hours:** 1<sup>st</sup> Shift ~ 8:30am – 4:00pm Monday – Friday; Regular Days Off Saturday, Sunday  
**Requires schedule flexibility for evening meetings and to meet consumer/agency needs**

**Salary:** \$2,197.97

**Closing Date:** June 30, 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 Clinical Nurse Coordinator job classification. Incumbent responsible for Health Care Planning and Coordination; Assessment/evaluation of individuals health; documents nursing interventions, plans, and communications; Prioritizes caseload for assessments; conducts Community Companion Home (CCH) provider training; provides health care orientation for new CCH providers on individual health care needs and licensing requirements for health care; works to assure CCH providers understanding of the individual's health care Plan Team Process; serves as a resource person to other team members; and identifies safety needs of individuals. Participates in the development of person's individual plan; assists with development of crisis intervention plan to assure continuity of services; Participates in individual's transition process; participates in Safety/risk assessments, completion of the Level of Need Tool; acts as liaison with community health providers, to increase the number of knowledgeable health care resources in the community; assures provision of optimal health care; serves as liaison with hospitals/Long Term Care's (LTC;s) serving assigned CCH individuals, Licensing/safety. In addition, incumbent may assist CCH providers to prepare for licensing inspections; organization of documentation; developing plan of correction for health care issues; assist behavior specialist and case manager prepare and present for PRC; participates in Mortality Review for deceased individuals on caseload. May also be responsible in assisting the private agencies with follows up on client care in community programs to assure client in least restrictive environment; assures continuity of care to prevent recidivism; maintains records of client progress or failure after placement; develops community health resources and provides on-going consultation and monitoring of services; acts as a resource person to staff and community; prepares reports and statistical summaries; may develop and conduct in service educational programs for staff and families; may perform recordkeeping functions; performs related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for consumers 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 consumer 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 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. Applicant must be current in all DDS required training. Applicant must be able to obtain CPR certification.

**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.**

**Incomplete application material will not be considered.**

**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: Yvette Tappin  
Fax: 203-574-8857  
[Email: Yvette.tappin@ct.gov](mailto:Yvette.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.