

Department of Mental Health and Addiction Services  
Connecticut Mental Health Center  
JOB OPPORTUNITY  
Supervising Nurse – PN CM109471

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

**Open To:** The Public  
**Location:** Connecticut Mental Health Center, 34 Park Street, New Haven CT 06519  
**Program/Unit:** Department of Nursing /Acute Inpatient 4<sup>th</sup> and 5<sup>th</sup> floors  
**Annual Salary:** \$73,855.00 to \$99,092.00  
**Shift/Schedule/Hours:** 2nd Shift / Monday – Friday; 35 hours per week - with rotation to weekends every 5th week

**Posting Date:** Tuesday, October 6, 2015

**Closing Date:** Monday, October 12, 2015

**Duties include but are not limited to:** Responsible for quality of care provided by the professional and paraprofessional nursing staff on all inpatient units within the CT Mental Health Center. Supervision and education of staff. Completion of performance evaluations as assigned. Respond to psychiatric and medical emergencies insuring appropriate care of individual patients and monitoring documentation. Investigate medication errors, Participate in designated supervisory and cross shift meetings other duties as assigned. Supervises and evaluates unit workflow based on evaluation of unit conditions, individual patient needs, and clinical expertise of staff, in order to ensure maintenance of the therapeutic milieu may develop and/or monitor work schedules and employee job assignments to ensure adequate coverage, Counsels and supervises staff as necessary, works with scheduler to fill staff absences. Oversees outstanding clinical issues regarding patient care and safety, supervises team leaders, and Charge Nurse may at times function as Team Leader, or in a charge, may be project coordinator for performance improvement data collection or quality improvement studies. Collects data and audits charts for deficiencies, makes plan of correction, attends and gives report in the CMHC Clinical Coordinators Meeting. Participates in weekly nursing leadership meetings, leads Team Leader weekly meetings, is a member of Inpatient Unit leadership group, may co lead unit weekly community meetings. Participates as an active member of the Medical Records Committee, Co-Leader of monthly staff meetings for MHA's, RN's, and LPN's in the absence of Clinical Manager. Attends and participates in weekly bed disposition meetings, oversees on going medical issues of patients, will take responsibility to ensure all proper documentation by MD and Nsg is accurate and completed for any critical incident resulting in a restraint episode, may be responsible to compose critical incident review report. Oversees the development of Nursing Care Plans, and Master Treatment Plans. Leads staff to use least restrictive options for management of dyscontrol behavior in accordance with CMHC Policy and Procedure, may interview and select staff, supervise, and evaluate staff performance. May coordinate and/or provide staff development or education and training programs for nursing and other clinical staff.

**General Experience:** Four (4) years of experience as a Registered Professional Nurse in a hospital, regional, institutional or psychiatric setting.

**Special Experience:** Two (2) years of the General Experience must have been at the level of a Head Nurse, Head Nurse (Correctional Facility), Forensic Head Nurse or Clinical Nurse Coordinator working with the type of patients/clients serviced by the agency.

**Special Requirement:** Must possess and retain a valid motor vehicle operator's license. Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the Position Number (found on the posting) on the DMHAS Lateral Transfer Request Form (upper right-hand corner) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. DMHAS employees who are lateral transfer candidates (example: NURSE applying to a NURSE posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. DMHAS employees who are promotional/demotional candidates must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. All other applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:  
DMHAS – Connecticut Mental Health Center  
Donna Zwilling, Human Resources Assistant  
Fax: (203) 974-7637  
34 Park Street, New Haven, CT 06519  
Email: Donna.Zwilling@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

**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. (P-1)