

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY  
Nurse – Assertive Community Treatment (ACT) Program

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

**Open To:** The Public  
**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** SM026137  
**Hours:** 2<sup>nd</sup> shift, Monday – Friday, 1:00 p.m. – 8:30 p.m. (Full-time, 35 hours)  
**Salary:** \$53,969.00 to \$71,447.00 (Annually)  
**Closing Date:** October 25, 2015

**Eligibility Requirement:** State employees who possess the general and special experience and training may apply. State employees currently holding the above title or those who have previously attained permanent status may apply. DMHAS employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Duties may include but not limited to:** Provide 2<sup>nd</sup> shift leadership, directing ACT team staff in their work duties and providing quality nursing care to individuals in the ACT Program. Perform nursing assessments; collaborate in linkages with primary care staff, advocating for clients to have necessary medical care. Attend meetings and appointments with other clinical staff in program, work with clients in creating treatment plans, reassessments, perform intakes for clients entering program, and complete all necessary documentation from admission to discharge. Works on recovery with individual clients. Collaborates with prescribers and clients around psychiatric and medical treatment to improve client health and continuity of care. Supports client recovery and attends medical appointments as needed. Performs health care and nursing assessments as needed. Works under the direction of the ACT team head nurse providing integrated medical care and coordination to meet client needs and reduce emergency room visits. Provides nursing services to comply with ICF regulations and TJC standards, following all SMHA and DMHAS policies and procedures. Provides health teaching to clients of the program. Participates as a member of the ACT interdisciplinary treatment team, attending all ACT team meetings and following the ACT Fidelity model. Administration and monitoring of medicine, providing supervised self-administration of medicine, provision of injectable medications and assists in the organization, storage, etc., of client medication. Transcribes orders, updating medication reconciliation records, safety checks, medication education and performs other related duties as assigned by the ACT team Management.

**General Experience:** Graduation from an accredited nursing program.

**Special Requirements:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**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. **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:**

**Arnetia Douglas, Human Resources Assistant**

**Southeastern Mental Health Authority**

**401 West Thames Street, Building 301, Norwich, CT 06360**

**Phone: (860) 859-4651 - FAX: (860) 859-4792**

**Email: [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@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 [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **P-1**