



# Department of ADMINISTRATIVE SERVICES Job Postings



**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)  
CT MENTAL HEALTH CENTER (CMHC)  
JOB OPPORTUNITY  
Head Nurse  
Acute Inpatient Unit**

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

**Open To: LATERAL TRANSFER LIST HAS BEEN CLEARED ALL OTHER QUALIFIED APPLICANTS MAY APPLY**

**Location: CMHC – 34 Park Street, New Haven, CT 06519**

**Job Posting No: CM114494**

**Shift/Schedule/Hours: 3<sup>rd</sup> shift, 11:30pm-8:00am, 72/72/80 rotating schedule every other weekend and holidays**

**Salary: \$60,862.00 - \$82,411.00**

**Closing Date: September 14, 2016**

**Duties may include but not limited to:** The Head Nurse works under the supervision of a Supervising Nurse; HN functions in the unit charge capacity completes comprehensive Initial Nursing Assessment, for patients with acute psychiatric and addictive problems within 8 hours of admission, and throughout hospitalization by utilizing their psychiatric, substance abuse, nursing, and medical knowledge; Assesses, identifies and maintains safety of patients who are at imminent risk to self or others including: Risk to Fall, AWOL Risk, potential or actual substance withdrawal, and medical instability; Describes nursing care needs/problems, in behavioral terms, related to DSM IV diagnoses using data collected through the nursing assessment and evaluation processes; individualized nursing care plan in collaboration with the patient, family, significant others, and the multidisciplinary treatment team; Supervises MHA staff in the development of individualized care plans; Administers all medications in accordance with CMHC Standards of Practice and Nursing Policies and Procedures; Conducts and teaches patient debriefing following the use of seclusion and/or restraints in accordance with the Guidelines for Patient Debriefing. Ensures that all clinical documentation revisions are timely and complete. Conducts inpatient groups such as community meetings, goals group, and orientation meetings, as well as assist with in house patient activities. Participates in implementing health teaching interventions with patients and/or family members as prescribed in the Nursing Care Plan. Attends shift reports and participates in nursing and multidisciplinary staff meetings, shift report, committees, and task forces. Observes patients for behaviors that would indicate potential imminent safety risk to self or others; Collaborates with the Team Leaders and Nurse to implement measures to maintain the safety of patients who are at imminent risk to self and/or others, or is an AWOL potential; ensures patient safety by conducting environmental safety rounds and patient 15, 30 min checks, and or 1:1 specials are assigned and policies and procedures are being followed. Participates in the assessment and reassessment process by collection of data throughout the course of a shift hospitalization, documents changes in mental status; Demonstrates interviewing skills that facilitate accurate and comprehensive data collection and documentation in the 24Hr. May take charge of Admissions and Conducting the INA Initial Nursing Assessment, May be required to lead in restraints application, and assist in de-escalation of behavioral dyscontrol, inpatients, must attend and remain up to date on all DMHAS and CMHC mandatory training. Evaluates pt. and unit needs address, supervises and evaluates unit MHA 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, equitable distribution of employee time off, work assignments, and holiday coverage. Counsels and supervises staff as necessary, works with scheduler to fill staff absences. Ensures that all clinical documentation is timely and complete for self and supervisees, for patients involved in critical incidents, and episodes of behavioral discontrol who requires restraints or seclusion. May give or supervise handoff report to evening shift for census acuity, milieu issues, new admits. Supervises all patient care related and other activities delegated to assigned LPNs, MHAs I&II. Works collaboratively with other disciplines, departments, and/or programs so that services to patients are provided in a manner consistent with CMHC Standards of Nursing, Reviews 24<sup>o</sup> Sheet and Alert Sheets Coordinates Admissions, and facilitate scheduled discharges. Collaborates with Nursing Supervisors with to complete performance appraisals on staff they supervise, may at times function as Team Leader, or in a charge, may audit charts and collect data for quality improvement studies makes plan of correction, 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. And all other related duties

**General Experience:** Two (2) years' experience as a Registered Professional Nurse

**Special Experience:** One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

**Substitution Allowed:** A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience

**Special Requirement:** Must possess and retain a current license as a registered professional nurse in Connecticut. Must possess, retain and carry a valid Connecticut Driver's License. Travel in the community is required.

**Working Conditions:** Incumbents in this class may be required to lift/restrain clients/patients; may have some exposure to communicable/infectious diseases and to some risk of injury from assaultive/abusive clients/patients; may be exposed to disagreeable conditions.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Due to the large number of applications received, it is extremely important to note the Position Number (found on the posting) at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). The 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](http://www.ct.gov/dmhas) - Employment Opportunities

**To be considered for this position:**

1. DMHAS employees who are promotion/demotion 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).
2. All Other Candidates: Individuals 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. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**Connecticut Mental Health Center  
34 Park Street, New Haven, CT 06519  
FAX NUMBER: 203-974-7637**

**E-MAIL ADDRESS: [CMHCRECRUITMENT@ct.gov](mailto:CMHCRECRUITMENT@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. (P-1)