

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY

**Licensed Practical Nurse – Assertive Community Treatment (ACT) Program**

**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:** 401 W. Thames Street, Bldg. 301, Norwich, CT

**Job Posting No:** SM026075

**Hours:** 1<sup>st</sup> shift, 8:00 a.m. – 4:30 p.m., 72-72-80, every other weekend

**Salary:** \$46,946.00 to \$62,757.00

**Closing Date:** September 18, 2016

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

**Duties may include but not limited to:** Working with clients with mental health and co-occurring substance use disorders, monitoring medical changes in patients and reporting to doctors. Assists doctors and nurses in the general care and treatment of patients; measures doses and administers medications including insulin injections; documents medications using appropriate forms; performs narcotic counts; checks and may administer intravenous medications; transcribes doctors' medications orders; takes and charts temperatures, pulses, blood pressures, and respirations; orients patients concerning medications and their use. While performing daily outreach visits will provide functional assessments, skills building, vocational assistance, clinical support, and family education. Will provide rehabilitative interventions which include skills training in all aspects of daily living, medication monitoring, daily assessment and risk intervention as needed. Will work with a multidisciplinary team to create person-centered recovery plans. Communicating with others including accessing community service as needed, working with local resources, hospitals, and providers in order to best meet individual needs. Daily documentation along with required paperwork on assigned clients to meet both ACT fidelity and agency standards. Participate in team and agency meetings, along with representing the program at determined appointments and meetings in the community. Will be required to utilize an electronic health record. Perform other related duties as required.

**General Experience and Training:** License or temporary permit to practice nursing in Connecticut by the State Board of Examiners for Nursing.

**Special Requirements:** 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 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).

**To be considered for this position:**

1. **All 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 Director**  
**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. **NP-6**