

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY  
HEAD NURSE

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

**Open To:** State Employees

**Location:** Connecticut Valley Hospital ~ Administration and Support Services ~ Ambulatory Care Services  
Middletown, CT

**Job Posting No:** CV-106177

**Hours:** 1<sup>st</sup> shift ~ Monday – Friday ~ 9:00 a.m. – 4:30 p.m.

**Salary:** \$57,367 ~ \$77,679 Annually

**Closing Date:** December 3, 2013

**Duties may include but not limited to:** Responsible for the coordination and the supervision of the ACS, Haviland Hall patient clinics including ACS specialty clinics: optometry, podiatry, neurology and others. Provides clinical and administrative supervision of the clinic which includes but is not limited to medical appointment transportation arrangement, ongoing quality assurance and performance improvement measures. Schedules EKG/X-rays and acts as department liaison to divisions and patient units. Other duties include: Assists in the scheduling, coordination of consultations, identifying patient clinic needs, emergency response and problem solving. Maintains neat, cleanly stocked treatment rooms. Utilizes judgment and discretion in the handling of patient appointments and records. Prepares administrative reports such as quarterlies, facilitates responsiveness to government surveyors and DMHAS Leadership team. Acts as the facility liaison for procurement of medical supplies and is a resource to the central supply department. Practices and models Infection Prevention standards of compliance. Coordinates with community based health care providers to obtain required specialty appointments and testing. Conducts audits, monitors and reports and presents department performance indicators. Strong verbal and written interpersonal communication, computer skills, ability to draft letters of correspondence to ensure needs of patient clinic are met. Provides clinical supervision to ACS LPN and assists with collaborative functions as necessary.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**General Experience:** Two (2) years of 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:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. Incumbents in this class maybe required to travel.

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

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head 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.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Connecticut Valley Hospital, Human Resources  
P. O. Box 351, Middletown, CT 06457  
Fax: (860) 262-5055 - E-Mail: [CVH-RECRUIT@ct.gov](mailto:CVH-RECRUIT@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