

Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
JOB OPPORTUNITY  
Head Nurse – SW99093  
Hospital Services Division - Admissions

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

**Open To: State Employees**

**Location: Greater Bridgeport Community Mental Health Center, 1635 Central Ave, Bridgeport CT**

**Program/Unit: Hospital Services Division - Admissions**

**Job Posting No.: SW99093**

**Salary: \$59,089.00 - \$80,010.00**

**Shift/Schedule/Hours: 1<sup>st</sup> shift, 8:00 a.m. – 3:30 p.m., Monday through Friday, 35 hours per week**

**Posting Date: September 19, 2014**

**Closing Date: September 25, 2014**

**Duties may include but not limited to:** Conducting admission assessments for the Hospital services division (3 inpatient units with a total of 62 beds). This process includes receiving and assessing information from referring hospitals and facilities, establishing medical clearance (in conjunction with the MD), completing the Nursing assessments, preparing the initial medical record and recording data in several electronic health record systems. This position is also responsible for the maintenance of the state-wide state hospital bed waiting list for Region 1. This process entails taking telephone referrals from the community, establishing eligibility for a state bed and managing the information with the state-wide electronic tracking system. The Admission Nurse serves as a liaison to the state-wide utilization management committee who makes bed placement decisions, may supervise paraprofessional and professional staff assigned to the Admissions Office. This position may also be assigned to provide coverage within the Hospital Services Division (3 inpatient units) when not directly involved in admissions and perform other related duties as required.

**General Experience and Training:** Two (2) years of experience as a Registered Professional Nurse.

**Special Experience and Training** 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. Must possess, retain, and carry valid Connecticut Drivers License. Travel in the community is required.

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

**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:** **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. **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). **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:**

**Southwest Connecticut Mental Health System  
Human Resources, 97 Middle Street, Bridgeport CT 06604  
Fax: (203) 579-6315  
Email: [SWCMHS.recruit@ct.gov](mailto:SWCMHS.recruit@ct.gov)**

**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.