

DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
CLINICAL NURSE COORDINATOR (GENERAL)  
NEWINGTON

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

Open To: Public  
Location: Newington Office  
Job Posting No: 00018808  
Hours: Monday - Friday 8:30am-4:00pm; RDO Saturday and Sunday  
Salary: \$57,367-\$77,679 annually  
Closing Date: January 6, 2014

**Examples of Duties:** Nursing responsibilities are consistent with Clinical Nurse Coordinator job specifications. Provide oversight of health care needs/services for individuals residing in DDS public residential programs. Delegate medication administration and medical treatments to licensed nurses and non-licensed certified staff. Implement med sanction process. Train/retrain licensed and non-licensed staff. Develop and implement plans for continuing care. Insure nursing directives and physician's orders are carried out in a complete and timely manner. Maintain records and provide written reports. Provide direct nursing care such as medication administration, assessments, admissions and discharges as the needs of the individuals living in DDS managed residential programs change. Provide nursing services that comply with state and federal regulations, DDS policy and regulation and RN Quality Job Performance Standards. Provide oversight and ongoing monitoring of health and medical services for individuals in assigned programs. Attend nursing and team/house meetings. Must possess considerable interpersonal skills; oral and written communication skills. Computer proficient. Prefer one year of the General Experience to include working with individuals with developmental disabilities. Perform related duties as required.

**Knowledge, Skills and Abilities:**

Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for clients and their families in institutional and community-oriented settings as related to parenthetical title; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills.

Knowledge of nursing principles and clinical therapeutic models of patient and/or client care with emphasis on interdisciplinary team approaches as related to parenthetical title.

**General Experience:** Three (3) years of professional nursing experience.

**Special Experience:**

One (1) year of the General Experience must have been at the level of Head Nurse working with the type of clients indicated by the parenthetical title.

**Department of Developmental Services (General):** One (1) year of the General Experience must have been providing consultation and evaluating the assessment of nursing services provided to individuals with intellectual disabilities.

**Substitutions Allowed:**

1. A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.
2. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

**Special Requirements:**

1. Incumbents in this class must possess and retain a license as a registered nurse in Connecticut.
2. Incumbents in this class may be required to travel.

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

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:  
Department of Developmental Services — North Region  
155 Founders Plaza, 255 Pitkin Street  
East Hartford, CT 06108  
Attn: Carol Pfeifer  
Email: [carol.pfeifer@ct.gov](mailto:carol.pfeifer@ct.gov) Phone: 860-263-2618 Fax: 860-622-4967

**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.