

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**  
**JOB OPPORTUNITY**  
**Director of Nursing 1**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 34 Park Street, New Haven, CT 06519  
**Job Posting No:** **CM27810**  
**Hours:** 1<sup>ST</sup> Shift, 8:00 a.m. - 4:30 p.m., Monday through Friday, 80 hours  
**Salary:** \$93,896 - \$128,027 (Annually)  
**Closing Date:** Sunday, April 26, 2015

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

**Duties may include but are not limited to:** The DON1 works under the limited supervision of the DON2 to ensure the safe operation and delivery of care on the 24/7 inpatient unit. The DON1 will provide nursing leadership to Inpatient and Ambulatory nursing services. The DON1 will provide consultation, supervision, and education regarding the Nursing process, development, implementation and evaluation of treatment plans of care. Provides clinical and administrative supervision to selected staff and assist with evaluation of nursing staff annually or as situations arise. Develops and maintains services and resources which support all nursing staff competency and continuing staff development. Facilitates adequate staffing levels to improve competence of staff, ensure safety of staff and decrease work related injuries. Makes rounds and meets routinely with nursing staff for all three inpatient units and in ambulatory settings, identifying issues of practice, client care, treatment and services delivered to clients; individual problems/solutions-quality of nursing care. Provides clinical input and coordinates peer reviews and annual competency trainings. Can represent Nursing at facility meetings including Pharmacy and Therapeutics, Clinical Coordinators, Senior Leadership, and the Safety Committee. Develop implement and evaluate competency based Nursing orientation assessment guides; participates in Strategic Planning, function in the role of Incident chief commander for CMHC. The DON1 will intervene in pre-crisis and crisis situations, providing direction, support and investigation of incidents and peer review. Teaches programs when needed; works closely with Education and Training in presenting/evaluating programs, policies and procedures including but not limited to: Medication Management, Medication Variances, and Co-chairs Nursing policy and procedure committee. Can chair Supervisors weekly meeting and monthly nursing center wide meeting, maintain and monitor staffing costs and overtime via the processing of the biweekly payroll. May lead unit based staff meetings, and leadership meetings, may lead Critical Incident Reviews. Promote Joint Commission safety goals; collaborate with inpatient leadership to provide clinical information at the Clinical Coordinators Weekly meetings. May cover for or represent Director of Nursing and Inpatient Director in their absence. The DON1 may lead the recruitment, selection and retention of program staff in collaboration with Nursing Administration. Collaborates with the nursing supervisors regarding the clinical supervision needs of staff, directly supervises Nursing Supervisors and other assigned staff. May represent management in grievance and Labor Relations investigatory interviews. Participates in policy development, program planning, and resource allocation decisions. Assures nursing compliance with regulatory requirements and accreditation standards. Collaborates with Inpatient Admissions Coordinator to monitor patient flow to and from inpatient services. Collaborate and participate in weekly UM meetings and clinical leadership in the planning and coordinating of the admissions and discharges on the inpatient service. Oversee the orientation of new staff and trainees, ensure that all nursing staff receives clinical and administrative supervision, and staff performance and competencies are annually evaluated. May Co- Chair Nursing Policy development committee, may lead and or co-lead scheduled staff Inpt meetings. Facilitate Inpatient documentation to meet all regulatory agencies standards of care, audits the inpatient medical records for patterns and trends. Collaborate with CMHC's Human Resources Department and DMHAS to hire staff.

**General Experience:** Two (2) years of experience in hospital nursing in a managerial or supervisory capacity at or above the level of Supervising Nurse working with the patients/clients serviced by the agency.

**Special Requirements:** Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut. Incumbents in this position 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 lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and 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. **DMHAS employees who are lateral transfer candidates** (example: DON1 applying to a DON1 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.

**PLEASE SEND APPLICATIONS TO:**

**DMHAS – Connecticut Mental Health Center**  
**ATTN: Donna Zwilling, Human Resources Assistant, Fax: (203) 974-7637**  
34 Park Street, New Haven, CT 06519  
**Email : donna.zwilling@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 <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

**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' persons with disabilities and in recovery are encouraged to apply. **(MP)**