

**Job Posting  
Capitol Region Mental Health Center  
HEAD NURSE - CR 26847**

**PLEASE NOTE: the location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.**

**Location:** 500 Vine Street, Hartford, CT

**Program/Unit:** Inpatient Treatment Unit

**Shift/Schedule/Hours:** 3<sup>rd</sup> Shift; Every other weekend; 12:15am – 8:15 am

**Posting Date:** April 4, 2012

**Closing Date:** April 10, 2012

**Duties may include but not limited to:** Leads the planning of care and implementation of the nursing process; plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; makes recommendations for personnel actions such as selection, discipline and performance; conducts or assist in conducting performance evaluations; leads professional and paraprofessional nursing staff in provision of safe patient/client care; maintains and promotes standards of nursing; ensures controlled drugs are properly stored, administered and ordered; identifies staff development needs; provides staff training and assistance; instructs staff regarding policies and procedures; participates in interdisciplinary meetings to promote and ensure adjustment and continuity of safe patient/client care programs; responds to emergencies; may make recommendations on policies and standards; may prepare reports or correspondence; performs related duties as required.

**General Experience:** Two (2) years 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

**Substitutions Allowed:** A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

**Special Requirements:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut; Incumbents must also possess and retain a valid motor vehicle operator's license.

**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.

**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: Mental Health Assistant 1 applying to a Mental Health Assistant 1 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:**

**Capitol Region Mental Health Center  
500 Vine Street, Hartford, CT 06112**

**Fax: 860-297-0931 Phone : 860-297-0924**

**Email : [ramona.sablon@po.state.ct.us](mailto:ramona.sablon@po.state.ct.us), HR Associate**

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. P-1**