

**OFFICE OF THE HEALTHCARE ADVOCATE  
JOB OPPORTUNITY**

**UTILIZATION REVIEW NURSE - Durational**

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

**Open To:** The Public, State Employees

**Location:** 450 Capitol Avenue, Hartford, CT

**Job Posting No:** 110240

**Hours:** 35 hour work week

**Bi-weekly Salary:** (HC 23) \$2,160.20 - \$2,927.97 (New hires into State service start at the minimum of the salary range).

**Closing Date:** \* **November 7, 2014 - Application must be received by 4:30 p.m.**

**Special Notation: This job opening is a durational position that is funded by a federal grant until September 25, 2015.**

**Knowledge, Skills and Abilities:** Considerable knowledge of principles, practices and current trends in nursing; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of standards of practice of medicine and nursing as well as other health care disciplines; knowledge of regulations and standards pertaining to utilization review; knowledge of care and service delivery to injured workers; interpersonal skills; oral and written communication skills; ability to analyze patient profile and progress charts to evaluate proper care and treatment.

**General Experience:** Three (3) years experience as a registered professional nurse.

**Special Experience:** One (1) year of the General Experience must have been in hospital or institutional nursing, in a medical treatment facility, in rehabilitative or occupational nursing or providing medical review of insurance claims.

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

**Special Requirement:** 1. Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut. 2. Incumbents in this will 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 INSTRUCTIONS:** To be considered for this position, qualified candidates must submit a cover letter, resume, and Application for Employment (CT-HR-12 form) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam) to be received no later than the Closing Date noted above. Current State employees must also include copies of their two (2) most recent performance appraisals. **Submit application package to:**

**Carmen Rivera  
Human Resources Assistant  
P.O. Box 816  
Hartford, CT 06142-0816**

**OR**

**E-MAIL: [CID.HR@CT.GOV](mailto:CID.HR@CT.GOV)**

Overnight mail address: 153 Market Street, 7<sup>th</sup> Floor, Hartford, CT 06103

**\*Incomplete or late application packages will not be considered. Due to a large volume of applications received, we are unable to confirm receipt of applications.**

**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.