

OFFICE OF THE HEALTHCARE ADVOCATE

JOB OPPORTUNITY

NURSE ADVOCATE

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

Open To: The Public

Location: 450 Capitol Avenue, Hartford, CT

Job Posting No: 109137

Hours: Full-time, 35 hours per week (Monday – Friday 8:30 – 4:00)

Salary: (HC 24) *\$59,089 - \$80,010 (***New hires to State service start at the minimum of the salary range**)

Closing Date: May 15, 2015

***Please pay special attention to the Experience and Training requirements needed for this position.**

The Office of the Healthcare Advocate is recruiting for a Nurse Advocate position to perform health plan consumer education and case management on a special project with the Department of Children and Families' Voluntary Services enhanced Medicaid recoveries program. Assist Health plan providers and facilities with the initial submissions of the pre-certification and concurrent appeal reviews. Public and private coverage – private or public coverage – e.g. private insurance employer sponsored coverage, Medicare and/or Medicaid, case management; lead case review; review medical records; coordinate internal and external consumer appeals; liaison with health plans, providers, consumers, families, government agencies; may lead consumer presentation at appeal hearings; assist in the design of, and participate in, agency quality improvement activities; and, outreach.

Preferred Experience/Skills: Some experience in psychiatric nursing, Spanish speaking skills, Ability to be flexible, strong organizational skills, excellent written skills. Healthcare coverage experience – private or public coverage- e.g. private insurance, employer sponsored coverage, Medicare and/or Medicaid.

Knowledge, Skills and Ability: Considerable knowledge of medical terminology and procedures; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of principles and practices of nursing care administration for a variety of specialties with varied settings; knowledge of health insurance and managed care practices; knowledge of state insurance law; some knowledge of the impact of the federal Employee Retirement Income Security Act (ERISA) on state regulation of insurance; considerable interpersonal skills; oral and written communication skills; considerable ability to problem solve; ability to understand and communicate health programs and insurance plans; ability to understand external insurance appeal processes; ability to prepare cases for presentations to insurance providers; ability to utilize computer software.

***Experience and Training:**

General Experience: Three (3) years of experience as a professional nurse in a position involving medical/surgical or mental health practices

Special Experience: Two (2) years of the General Experience must have been as a utilization review nurse or as a nurse in the health insurance or healthcare industry on insurance coverage activities.

Substitution 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 health services administration, nursing or public health may be substituted for one (1) additional year of the General Experience.

Special Requirements: 1) Incumbents in this class must possess and maintain a current license as a registered professional nurse in Connecticut. 2) Incumbents in this class may be required to travel. 3) Incumbents in this class may be required to possess and maintain a valid motor vehicle Operator's license.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a fully completed Application for Employment (Form CT-HR-12) which is available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.) State Employees to submit copies of their last two (2) service ratings.

Incomplete and any missing information on the application package and those received after the closing date noted above will not be considered. We are unable to confirm receipt of applications.

Please send completed application package to:

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

Your application package may also be dropped off at the Connecticut Insurance Department by 4:30 p.m. at 153 Market Street, 7th Floor, Hartford, CT 06103.

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.