

OFFICE OF THE HEALTHCARE ADVOCATE
JOB OPPORTUNITY
NURSE CONSULTANT (HEALTHCARE 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: 101930 & 101931

Hours: 35 hours per week, Full time, Monday – Friday

Salary: (HC 28) \$69,614 - \$93,402 (New hires start at the minimum of the salary range)

Closing Date: **April 28, 2014 -Application package must be received by 5:00 p.m. by this date.**

The Office of the Healthcare Advocate is anticipating two (2) Nurse Consultant (HCA) positions. These positions will be responsible for performing health insurance consumer education, case management; lead case review; review medical records; coordinate internal and external consumer appeals; liaison with health plans, providers, consumers, families, government agencies; lead consumer presentation at appeal hearings; assist in the design of, and participate in, agency quality improvement activities; and, outreach.

Eligibility Requirement: State employees currently holding the Nurse Consultant (HCA) title or those who have previously attained permanent as Nurse Consultant (HCA) status may apply for lateral transfer.

Knowledge, Skills and Ability: Considerable knowledge of health insurance and managed care; considerable knowledge of internal and external insurance appeals processes; knowledge of state insurance law; knowledge of the impact of the federal Employee Retirement Income Security Act (ERISA) on state regulation of insurance; knowledge of medical and/or psychiatric terminology; knowledge of medical procedures and billing codes.

General Experience: Four (4) 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 a utilization review nurse or as a nurse working 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.

Preferred Experience/Skills: Some experience in psychiatric nursing, Spanish speaking skills, Ability to be flexible, Strong organizational skills, Excellent written and verbal communication skills, Ability to multitask in a high volume work environment.

Special Requirements: Incumbents in this class must possess and retain a current license as a registered professional nurse in Connecticut. 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 Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.) State Employees to submit copies of their last two (2) service ratings to:

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

E-mail address: CID.HR@CT.GOV

Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

Note: Application package must be received by the closing date noted above. Incomplete or late application packages will not be considered.

Due to the large number of expected applications we will not be able to confirm receipt of application materials.

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.