

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY  
HEAD NURSE

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

**Open To:** State Employees  
**Location:** Capital Region Mental Health Center – Inpatient Treatment Unit, 500 Vine Street, Hartford, CT  
**Job Posting No:** CR-104929  
**Hours:** 2nd Shift ~ Every Other Weekend ~ 4:00 p.m. to 12:15 a.m. ~ 40 hours weekly  
**Salary:** \$63,653 Annually  
**Posting Dates:** **May 6, 2013 through May 12, 2013**

**Duties may include but not limited to:** Independently implements the nursing process with patients/clients including carrying out physicians orders regarding diet, medication and treatment; performs assessments; changes dressings; monitors and ensures quality care through observation and evaluation; reports on physiological and mental health status of patients/clients; documents nursing interventions in patient's medical records; distributes and maintains records of controlled drugs and insures their security; maintains records and makes reports makes decisions in routine cases; instructs patients/clients, staff and family members regarding treatments, nursing plans and related client issues directed towards an awareness and understanding of medical and mental health issues; responds to emergencies; maintains availability of medications and supplies; ensures cleanliness of equipment and environment; may participate as a member of the interdisciplinary team in the assessment, development, implementations and evaluation of patient/clients treatment on health/ mental health care/nursing care plans. May participate in outpatient clinics and assist in physical exams, may conduct trainings, may delegate nursing tasks consistent with established protocols, may participate in psychotherapeutic and rehab interviews, may physically restrain clients, may provide related mental/medical health specialty services.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

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

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

**Special Requirement:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. Incumbents in this class maybe required to travel.

**Working Conditions:** Incumbents in this class may be required to lift and restrain patients/clients; may have exposure to communicable/infectious diseases and risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

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

**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.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

[PLEASE SEND APPLICATIONS TO:](#)

**Ramona Sablón, HR Director/Human Resource Specialist  
Capital Region Mental Health Center – Human Resources Division  
500 Vine Street, Hartford, CT 06112  
Fax: (860) 297-0931 - E-mail: [jellena.jones@ct.gov](mailto:jellena.jones@ct.gov)**

**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. **P-1**