



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
JOB OPPORTUNITY  
**Head Nurse – SW27805**  
Hospital Services Division - Co-Occurring Treatment Unit (CTU)

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

**Open To:** **LATERAL TRANSFER LIST HAS BEEN CLEARED  
ALL OTHER QUALIFIED APPLICANTS MAY APPLY**

**Location:** Greater Bridgeport Community Mental Health Center, 1635 Central Ave, Bridgeport CT

**Program/Unit:** Hospital Services Division - Co-Occurring Treatment Unit (CTU)

**Salary:** \$60,862 - \$82,411

**Shift/Schedule/Hours:** 3rd shift, 12:15 a.m. to 8:15 a.m., every other weekend and rotating holidays/32 hours per week

**Posting Date:** November 10, 2016

**Closing Date:** November 16, 2016

**Duties may include but not limited to:** The CTU night shift head nurse leads the planning and ensures the effective delivery of nursing care to clients on the Co-Occurring Treatment Unit; utilizes various nursing methods and interventions for individualizing the nursing plan of care based on the patients' needs and preferences; 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 patient/client care; maintains and promotes standards of nursing care as it relates to Joint Commission, CMS, and Hospital Service Division standards; ensures that crash cart policy and procures are followed and all medical equipment is in good working condition; identifies staff development needs; provides orientation for new staff as well as ongoing training and assistance; instructs staff regarding policies and procedures; participates in interdisciplinary meetings to promote and ensure adjustment and continuity of patient/client care programs; responds to emergencies; may make recommendations on policies and standards; performs other related duties as required.

**General Experience and Training:** Two (2) years of experience as a Registered Professional Nurse.

**Special Experience and Training:** 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. Must possess, retain, and carry valid Connecticut Driver's License. Travel in the community is required.

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

**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).

**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. All applicants must submit (3) letters of supervisory reference, a copy of any license or certification and their two most recent performance appraisals.

**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:**

Southwest Connecticut Mental Health System  
Human Resources, 1635 Central Avenue, Bridgeport CT 06610  
Fax: (203) 551-7674

**Email:** [SWCMHS.recruit@ct.gov](mailto:SWCMHS.recruit@ct.gov)

**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.