

Department of Mental Health and Addiction Services
Connecticut Mental Health Center
JOB OPPORTUNITY
Head Nurse CM23965
Acute Inpatient Division, 4th and 5th Floors

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

Open To: State Employees

Location: Connecticut Mental Health Center, 34 Park Street, New Haven CT 06519

Program/Unit: Acute Inpatient Division, 4th & 5th Floors Salary: \$57,367.00

Shift/Schedule/Hours: 1st shift, 8:30 a.m. to 4:00 p.m., Monday - Friday

Posting Date: August 30, 2013

Closing Date: September 5, 2013

Duties may include but not limited to: The Head Nurse (HN) works under the supervision of the Nurse Supervisor and Charge Nurse to ensure the safety and recovery of patients on a 20 bed acute unit and/or 10 bed Transitional Living Unit. The HN completes comprehensive Initial Nursing Assessment for patients who are admitted with acute psychiatric and addictive problems by utilizing their nursing and medical knowledge base; assessing, identifying and maintaining patients safety who can be at imminent risk to self or others by assessing risk to Fall, AWOL risk, potential or actual substance abuse withdrawal and medical instability; describes patient care needs and problems in behavioral terms, related to the DSM - IV Diagnoses by using the nursing process; individualizes nursing care plan in collaboration with the patient, family, significant others and the multidisciplinary treatment team; communicates and supervises the MHA's staff in the development of individualized patient care plans; administers medications in accordance with CMHC Standards of Practice and Nursing Policies and Procedures; conducts patient debriefing sessions following the use of seclusion and/or restraints in accordance with the Guidelines for Patient Debriefing. Participates in implementing health care teaching interventions with patients and/or family members as prescribed in the Nursing Care Plan. Attends shift report and participates in nursing and multidisciplinary staff discussions; ; observes patients for behaviors that may indicate potential or imminent safety risks to self or others; collaborates with the other team members in planning patient care; demonstrates ability to assist patients with their ADL's and vital signs. May function in the role of the Charge or Medication Nurse to ensure patient safety, administering medications, conducts environmental safety rounds, patient 15 and 30 min checks, 1:1 specials as assigned. May be required to take patients to medical or clinical related appointments, on community outings or fresh air breaks. Ensures adequate staff coverage, equitable distribution of employee time off, work assignments and holiday coverage. Counsels and supervises staff as necessary, works with the unit scheduler to fill staff absences. Ensures that all supervisees conduct their activities in a professional manner that adheres to CMHC Standards of Nursing Care and Practice and CMHC ethical standards, functions as point person to oversee unit operations and milieu, may coordinate admissions with Admissions Coordinator. May assist and supervise, the medication nurse, supervise medical treatments (Blood sugars, PPD's, EKG's, Vitals, takes off orders). Assesses the effectiveness of treatment interventions in order to determine the level of care needed and manages crises calmly and effectively. Ensures that all clinical documentation is timely and complete for self and supervisees, May give or supervise verbal report to the evening shift for census acuity, milieu issues, new admits. supervise all patient related care and other activities delegated to LPN's and MHA's. Works collaboratively with other disciplines, departments, and/or programs so that patient services are provided in a consistent manner with CMHC Standards of Nursing; Supervises the coordination of ER consults, reviewing the completion of consults with the appropriate MD's; Completes yearly staff performance appraisals and may collect data and audit charts for deficiencies and recommend plans of correction, Leads and conducts patient groups such as the weekly Community meetings and daily Goals group. Participates in in-service trainings and ongoing DMHAS education and training that are offered to keep current on all DMHAS mandated trainings.

General Experience and Training: Two (2) years 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: Must possess and retain a current license as a registered professional nurse in Connecticut. Must possess, retain and carry a valid Connecticut Drivers License. Travel in the community is required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: **DMHAS employees who are lateral transfer candidates** (example: Nurse applying to a Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed. **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.

PLEASE SEND APPLICATIONS TO:

Robert Paolitto, Human Resource Specialist
Connecticut Mental Health Center- Human Resource Department
34 Park Street, New Haven CT 06519
Fax: (203) 974-7637 ; Email: Robert.Paolitto@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. P-1