

Department of Mental Health and Addiction Services  
Connecticut Mental Health Center  
**JOB OPPORTUNITY**  
Head Nurse CM26681  
Acute Inpatient Division, 4th and 5th Floors

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

**Open To: The Public**

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

**Program/Unit: Acute Inpatient Division, 4th & 5th Floors**

**Salary: \$59,089.00 to \$80,010.00**

**Shift/Schedule/Hours: 1<sup>st</sup> shift, 7:30am to 4:00p.m., 72-72-80 rotating schedule, every other weekend**

**Posting Date: Thursday, October 23, 2014**

**Closing Date: Wednesday, October 29, 2014**

**Duties may include but not limited to:** Responsible for the clinical and administrative management of clinical staff including Supervision of assigned professional Nurses and Para- professional. May carry a caseload of selected cases in providing individual, group and family treatment. Completes comprehensive Initial Nursing Assessment, for patients with acute psychiatric and addictive problems, within 8 hours of admission, and throughout hospitalization by utilizing their psychiatric, substance abuse, nursing, and medical knowledge; Assesses, identifies and maintains safety of patients who are at imminent risk to self or others including: Risk to Fall, AWOL Risk, potential or actual substance withdrawal, and medical instability; Describes nursing care needs/problems, in behavioral terms, related to DSM IV diagnoses using data collected through the nursing assessment and evaluation processes; individualized nursing care plan in collaboration with the patient, family, significant others, and the multidisciplinary treatment team; Supervises staff in the development of individualized care plans; Administers all medications in accordance with CMHC Standards of Practice and Nursing Policies and Procedures; Conducts and teaches patient debriefing following the use of seclusion and/or restraints in accordance with the Guidelines for Patient Debriefing. May assume Charge Nurse Responsibilities. Can function as Team Leader, Primary clinician collaborates with Attending and Multidisciplinary team to conduct rounds, and formulate master treatment plans and updates, weekly nursing notes, risks assessments and can function in the capacity of primary clinician to patients on the team, serves as liaison to staff to facilitate patient treatment planning, can assume charge responsibilities The nurse may responsible for performing EKG's, experience is preferred, but training will be provided. Independently develops, implements and evaluates nursing and/or health care plans; provides nursing consultation; conducts nursing assessments; provides admission and discharge nursing assessments including plans for continuing care; maintains records and makes reports; provides for nursing services to comply with ICF regulations and JCAHO standards; maintains records of stored and secured medications; ensures controlled drugs are properly stored, administered and ordered; independently manages and provides direct care to patients/clients; participates in individual, group or family therapy; participates as a member of an interdisciplinary team in the assessment, development, implementation and evaluation of patient/client treatment or health care plans; may participate in crisis intervention; manages an assigned caseload of other appropriate clinical activities; provides clinical direction and/or training to staff in individual, group and family service delivery programs; may provide in-service training to nursing and paraprofessional staff with regard to signs and symptoms of illness, dysfunction, injury and prevention of same; may conduct patient/client centered conferences with nursing personnel; may consult with and make recommendations to physicians concerning health needs; may make recommendations on policies or standards; may prepare reports or correspondence; performs related duties as required.

**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 by **Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the Position Number (found on the posting) on the DMHAS Lateral Transfer Request Form (upper right-hand corner) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: CSW applying to a CSW 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. before applicants from outside State service.

**PLEASE SEND APPLICATIONS TO:**

**Donna Zwilling, Human Resource Assistant**  
Connecticut Mental Health Center- Human Resource Department  
34 Park Street, New Haven CT 06519

**Fax: (203) 974-7637; Email: [donna.zwilling@ct.gov](mailto:donna.zwilling@ct.gov)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

**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)