

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
HEAD NURSE – OPTions Outpatient

BILINGUAL SPANISH SPEAKING REQUIRED

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

Open To: The Public
Location: **SOUTHEASTERN MENTAL HEALTH AUTHORITY**-401 W. Thames Street, Bldg. 301, Norwich, CT
Program/Unit: OPTions Outpatient
Job Posting No: **SM79254**
Shift/Schedule/Hours: 1st shift/Monday thru Friday/8:30 a.m. – 4:00 p.m./full-time 35 hours
Salary: \$55,696 to \$75,416 annually
Posting Date: November 1, 2012 **Closing Date:** November 7, 2012

Duties may include but not limited to: Leads Health and Wellness Programming in Options Outpatient program; schedules appointments; nursing assessments; works with clinicians in the provision of clinical services to clients; collaborates in linkages with primary care staff advocating for clients to have necessary medical care; attends meetings and appointments with other clinical staff in program; works with clients in treatment planning; does intakes for clients entering program; works individually with clients who have specialized positive support plans; completes all necessary documentation from admission to discharge; works with community programs and providers to ensure continuity of care; provides for nursing services to comply with ICF regulations and TJC standards, follows all SMHA and DMHAS policies and procedures; collaborates with prescribers around psychiatric and medical treatment and client's response to improve health.; assists in the organization and storage of client's medications etc.; translates for Spanish speaking clients and their families to non-Spanish speaking staff and others; works on recovery with individual clients on specific treatment, core teams, and positive behavior plans.

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 REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. **Incumbents in this class must be bilingual, oral and written, Spanish.** Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

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:

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: Head Nurse applying to a Head Nurse 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.

PLEASE SEND APPLICATIONS TO:

Cindy Lukaszewicz, Human Resource Representative
Southeastern Mental Health Authority
401 West Thames Street, Building 301, Norwich, CT 06360
Phone: (860) 859-4651 - FAX: (860) 859-4792
Email: Cindy.Lukaszewicz@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 www.ct.gov/dmhas/employmentopportunities

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**