

Department of Mental Health and Addiction Services
Southwest Connecticut Mental Health System
JOB OPPORTUNITY
Head Nurse 104914
Co-Occurring Disorders Treatment Unit (CTU)

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

Open To: Public

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

Program/Unit: Co-Occurring Disorders Treatment Unit (CTU)

Salary: (HC 24) \$59,089 - \$80,010

Shift/Schedule/Hours: 1st shift, 8:00 a.m. to 4:30 p.m., every other weekend and rotating holidays, 72-72-80

Posting Date: March 31, 2015

Closing Date: April 6, 2015

Duties may include but not limited to: The CTU day shift head nurse is responsible for the day to day functions of Co-Occurring treatment unit, development of individualized treatment plans in collaboration with the Multidisciplinary team, provide supervision all direct care staff, responsible to daily assignment, monitor acuity, ensure adequate documentation meeting the joint and CMS standards. Act as a liaison to the community providers, to facilitate transition back to the community. Assess all clients for any acute medical and psychiatric changes. Organize admissions, discharges, and transfers to the units. Maintains therapeutic milieu at all times by ensuring that unit is calm, clean, and safe. She assesses clients daily for any psychiatric and medical changes and collaborate care with the unit physicians. Educate all the nursing staff of the individualized treatment, and monitor the progress of the client care. Head Nurse attends all the meetings related to clients such as family meetings, case conferences and also participates in the SWCMHS's efforts to reduce and eliminate restraints and seclusions. Head Nurse provides individualized education and also conducts the nursing groups. Head Nurse is responsible for arranging the transportation for the client's community activities when transitioning clients back to the community. Maintains all the necessary documentation per SWCMHS, Joint, and CMS standards and performs other related duties as required.

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.

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: 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. **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 three (3) letters of supervisory reference, a copy of any license or certification and their two most recent performance appraisals.

PLEASE SEND APPLICATIONS TO:

**Southwest Connecticut Mental Health System
Human Resources, 1635 Central Avenue, Bridgeport CT 06610
Fax: (203) 579-6315
Email: 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.