

**State of Connecticut  
Department of Social Services  
Job Opportunity**

**Utilization Review Nurse**

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

**Posting Date: May 1, 2013**

**Closing Date: May 10, 2013**

The Department of Social Services is presently accepting applications to fill one (1) Utilization Review Nurse position, within the Division of Health Services, Alternate Care Unit. This position will be located in our Hartford, Central Office.

**Open To:** The Public and State Employees

**Position:** Utilization Review Nurse (FP-23)  
Position Number 32637

**Hours:** Monday - Friday

**Bargaining Unit:** New England Health Care (1199)

**Salary Range:** \$60,735.00- \$82,324.00 Annually

**Location:** 25 Sigourney Street, Hartford, CT 06106

**EXAMPLES OF DUTIES:** The Alternate Care Unit, a unit of The Division of Health Services is seeking a Utilization Review Nurse. Assignments will include intake, information and referral and Level of Care determinations for applicants for the CT Home Care Program for Elders and CT Home Care Program for Adults with Disabilities including utilization review of total plans of care, quality improvement, prior authorization of services and coordination with community providers. Responsibilities will also include working in interdisciplinary teams to conduct reviews of Access Agency and Assisted Living Community providers to evaluate contract compliance. In addition, duties include a review of nursing facility residents to evaluate if the facility may meet statutory criteria to be an Institution for Mental Disease. Consults with contractor that determines the medical necessity for nursing facility placement for Medicaid recipients. Some of the work will be performed off site necessitating travel. Experience in long term care, client functional assessment, working with a population with behavioral health needs, and utilization review is highly desired.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of principles, practices and current trends in nursing; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of standards of practice of medicine and nursing as well as other health care disciplines; knowledge of regulations and standards pertaining to utilization review; knowledge of care and service delivery to injured workers; interpersonal skills; oral and written communication skills; ability to analyze patient profile and progress charts to evaluate proper care and treatment.

**EXPERIENCE AND TRAINING:**

**General Experience:** Three (3) years experience as a registered professional nurse.

**Special Experience:** One (1) year of the General Experience must have been in hospital or institutional nursing, in a medical treatment facility, in rehabilitative or occupational nursing or providing medical review of insurance claims.

**Substitution Allowed:** A Bachelor's Degree in nursing may be substituted for one (1) year of the General Experience.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut.
2. Incumbents in this class may be required to travel.

**Note:** This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates and state employees who have attained permanent status in the job classification.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records **and do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Maria Taylor, Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY FRIDAY, MAY 10, 2013 CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**