



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**DEPARTMENT OF SOCIAL SERVICES**  
**JOB OPPORTUNITY**  
**UTILIZATION REVIEW NURSE**  
**~DIVISION OF HEALTH SERVICES – COMMUNITY OPTIONS UNIT~**

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

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

**Open To:** The Public and State Employees  
**Location:** 55 Farmington Avenue, Hartford, CT 06105  
**Job Posting No:** 114376  
**Hours:** Monday – Friday, 40 hours per week  
**Salary:** \$66,369.00 Annually (FP-23)  
**Closing Date:** July 18, 2016

**Eligibility Requirement:** Applications will be accepted from candidates who currently are licensed as a registered professional nurse in Connecticut and from State of Connecticut Employees who have attained permanent status in this job classification.

**Knowledge, Skills and Abilities:** Considerable knowledge of principles and current trends in person centered medical and other healthcare practices; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of regulations and standards pertaining to utilization review; interpersonal skills; oral and written communication skills; ability to analyze patient profile and progress charts to evaluate proper care and treatment. Ability to work in a fast-paced program, where adaptability to change is needed as well as the ability to work with a large group of community, Department and other state agency partners; ability to work within a team environment, approach duties with flexibility; critical thinking skills are essential.

**Examples of Duties:** Assignments will include Level of Care determinations and approval of community service plans for applicants currently living in institutional settings who choose to move to a community setting including utilization review of total plans of service, quality improvement, prior authorization of services and coordination with community providers. This position will also consult with the 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 community long term care options, person centered planning, a person's functional assessment, persons with disabilities of all ages and utilization review is highly desired.

**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 Requirement:**

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 who currently are licensed as a registered professional nurse in Connecticut and from State of Connecticut Employees who have attained permanent status in this job classification.

**Application Instructions:** Candidates who meet the above requirements should forward a completed 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 website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Ms. Ronnell Young, Human Resources Associate  
Department of Social Services  
55 Farmington Avenue – 5<sup>th</sup> Floor  
Hartford, CT 06105**

**Incomplete or late applications will not be considered.**

**~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~**

**~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~**

**Due to the large number of applications received we are unable to field phone inquiries to confirm receipt of applications**

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE MONDAY, JULY 18, 2016**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*