

**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: November 10, 2014

Date: November 17, 2014

The Department of Social Services is presently accepting applications to fill two (2) Utilization Review Nurse positions, within the Division of Health Services, Alternate Care Unit. These positions will be located in our Hartford Central Office.

Open To: The Public and State Employees. 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.

Position: Utilization Review Nurse

Job Posting Number: 110161 and 110162

Hours: Monday through Friday, 40 hours per week

Bargaining Unit: New England Health Care (1199)

Salary Range: \$64,435.00 Annually (FP-23)

Location: 55 Farmington Avenue, Hartford, CT 06105

EXAMPLES OF DUTIES:

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. 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 long term care, client functional assessment, working with a population with behavioral health needs, acquired brain injury, 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

**Utilization Review Nurse
Page Two**

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 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 PROCEDURE: 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. 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:

**Maria Taylor, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th 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 BY MONDAY, NOVEMBER 17, 2014

An Equal Opportunity / Affirmative Action Employer

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