

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: April 3, 2014

Date: April 10, 2014

The Department of Social Services is presently accepting applications to fill one (1) Utilization Review Nurse position, within the Division of Health Services, Money Follows the Person Unit. This position is 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: 98154

Hours: Monday through Friday, 40 hours per week

Bargaining Unit: New England Health Care (1199)

Salary Range: \$62,558.00 Annually (FP-23)

Location: 25 Sigourney Street, Hartford, CT 06106

EXAMPLES OF DUTIES:

Money Follows the Person Unit: Money Follows the Person Unit leads the state's "re-balancing" efforts to shift the focus of spending on long-term services and supports from institutional settings to home and community-based options. The Utilization Review Nurse will be responsible for reviewing, negotiating and approving all care plans for MFP participants; authorizing medications, DME and environmental adaptations; reviews and approves negotiated risk plans for MFP participants; coordinates with community nurses during MFP year; increases utilization of assistive technology as less costly alternative in care plans; reviews MFP critical incidents and makes recommendations for systems change; assures quality management functions of the MFP demonstration.

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.

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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: Interested and qualified candidates who meet the above requirements should submit a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and two (2) letters of professional references from current and/or previous supervisors. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services Employment Connection Website at: www.das.state.ct.us/exam/default.asp#APPLICATION. In lieu of references, State employees must submit copies of their two most recent performance evaluations. Please be sure to specify the job posting number on all application materials. 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 documents if you have faxed them. **Incomplete or late applications will not be considered. Due to the large number of applications received we are unable to field phone inquiries to confirm receipt of applications.** Please mail or fax your completed CT-HR-12 and the additional requested documents to:

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

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THURSDAY, APRIL 10, 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.