

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY

Licensed Practical Nurse – Assertive Community Treatment (ACT) Program

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

**Open To:** The Public  
**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** SM26075  
**Hours:** 2nd shift/2:00pm – 10:30 p.m., 72-72-80, every other weekend  
**Salary:** \$45,578.00 to \$60,929.00  
**Closing Date:** February 10, 2015

**Eligibility Requirement:** State employees who possess the general and special experience and training may apply. State employees currently holding the above title or those who have previously attained permanent status may apply. DMHAS employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Duties may include but not limited to:** Assists doctors and nurses in the general care and treatment of patients; measures doses and administers medications including insulin injections; documents medications using appropriate forms; performs narcotic counts; checks and may administer intravenous medications; transcribes doctors medications orders; takes and charts temperatures, pulses and respirations; orients patients concerning medications and their use; reports changes in patients to doctors. Works as a member of an Assertive Community Treatment (ACT) Program which provides intensive community services to adults with mental health and co-occurring substance use disorders. This is a multidisciplinary team that works together to provide person-centered recovery services; utilizing assertive community outreach, functional assessment, skills building, vocational assistance, clinical support, and family education. This position will require daily outreach visits, rehabilitative interventions which include skills training in all aspects of daily living, medication monitoring, daily assessment and risk intervention as needed. Ability to communicate with others including accessing community service as needed, working with local resources, hospitals, providers in order to best meet individual needs. Daily documentation along with required paperwork on assigned clients to meet both ACT fidelity and agency standards. Participate in team and agency meetings, along with representing the program at determined appointments and meetings in the community. Will be required to have the ability to transition to electronic records with good overall computer skills. Other related duties as required.

**General Experience and Training:** Incumbents in this class must possess and retain a license or temporary permit to practice nursing in Connecticut by the State Board of Examiners for Nursing. Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**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:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Nurse applying to a Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **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).
3. **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.

**PLEASE SEND APPLICATIONS TO:**

**Arnetia Douglas, Human Resources Assistant**  
**Southeastern Mental Health Authority**  
**401 West Thames Street, Building 301, Norwich, CT 06360**  
**Phone: (860) 859-4651 - FAX: (860) 859-4792**  
**Email: [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**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. **NP-6**