

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

Licensed Practical Nurse – Options Team (Behavioral Health Homes)

**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:** SM27063

**Hours:** 1<sup>st</sup> shift, Monday – Friday, 9:00 a.m. – 4:30 p.m. (full-time, 35 hours)

**Salary:** \$45,578.00 to \$60,929.00 (Annually)

**Closing Date:** April 14, 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.

Will serve as a member of the DMHAS initiative, Behavioral Health Homes. The BHH multidisciplinary team will liaison across multiple teams, in order to provide comprehensive support and coverage to clients who must be served through multiple divisions.

**Duties may include but not limited to:** Provides facilitation of care coordination, health education groups, and other wellness and prevention activities. Administration of medication, taking vital signs, clinical documentation, collaboration with outside providers (hospitals, lab's, PCP's, pharmacies, mental health agencies, VNA's), medication reconciliations, appointment scheduling, health screenings and health promotion; identifies and reinforces client skills, strengths, resources and preferences; applies accepted standards of nursing care to clients; identifies and accesses wide range of community resources; participates as a liaison to community agencies; makes arrangements for outpatient appointments; Will provide support to Options clients, as well as identified BHH clients. Other related duties as assigned.

**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: Licensed Practical Nurse applying to a Licensed Practical Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **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**