

Department of Mental Health and Addiction Services
Southwest Connecticut Mental Health System
JOB OPPORTUNITY
Licensed Practical Nurse (Part-time) SW28221
Hospital Services Division – Staffing/Admissions

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

Open To: Public

Location: Greater Bridgeport Community Mental Health Center, 1635 Central Ave, Bridgeport CT 06610

Program/Unit: Hospital Services Division – Staffing/Admissions

Salary: (HC 18) \$24.95 - \$33.35 per hour

Shift/Schedule/Hours: 1st shift, 9:00 a.m. to 4:00 p.m., Monday – Friday, 32.00 hours per week

Posting Date: March 31, 2015

Closing Date: April 6, 2015

Duties may include but not limited to: Maintain day to day function of the HSD staffing office, make staff schedules, post overtime, translate OT postings to the circle sheets, and ensure appropriate staffing under the supervision of the supervising nurse. Schedule staff based on acuity of the inpatient units with the direction of the supervising nurse, makes calls daily to fill vacant shifts, maintains OT call log and mandatory lists. Maintain the accuracy of the circle sheets daily, update circle sheets as needed based on the sick, vacations, PLs time and OT needs for the division. Keep all the schedules in the scheduling software and the circle sheets updated by reflecting the approved time off. Send copies of the approved leave requests to all staff within the 72hours based on the union contract. Answer phone calls, maintain filing and provide the direct care on the inpatient unit when necessary. Collect and report scheduling data to HSD director weekly. The LPN will maintain information needed for pending admissions to Southwest, communicate effectively with other healthcare professionals and gather critical healthcare information needed to determine a patient's appropriateness for admission into Southwest. They will facilitate medical clearance and communicate effectively to safely plan admissions and performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of practical nursing specialties and bedside care; knowledge of various medications used in conjunction with the physically and mentally handicapped; knowledge of infection control practices; some knowledge of nutrition and diets; basic knowledge of medical and lab sciences; considerable interpersonal skills; ability to keep records; some ability to lead staff.

Special Requirement: License or temporary permit to practice nursing in Connecticut by the State Board of Examiners for Nursing.

Working Conditions: Incumbents in this class may be required to lift/restrain clients/patients; may have some exposure to communicable/infectious diseases and to some risk of injury from assaultive/abusive clients/patients; may be exposed to disagreeable conditions.

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

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: **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. **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). **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. . All applicants must submit three (3) letters of supervisory reference, a copy of any license or certification and their two most recent performance appraisals.

PLEASE SEND APPLICATIONS TO:

**Southwest Connecticut Mental Health System
Human Resources, 1635 Central Avenue, Bridgeport, CT 06610
Fax: (203) 551-7674
Email: SWCMHS.recruit@ct.gov**

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.