



Department of Development Services – West Region  
JOB OPPORTUNITY

**CLINICAL NURSE COORDINATOR (General)**

**Individual Family Support/Private/Omnibus Budget Reconciliation Act (OBRA)  
Ella Grasso Center, Stratford**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Public

**Position:** Clinical Nurse Coordinator (General) – Full time (70 hours)

**Location:** Ella Grasso Center, Stratford

**Job Posting No:** 015887

**Hours:** 1<sup>st</sup> Shift ~ 8:30am – 4:00pm Monday – Friday; Regular Days Off, Saturday, Sunday  
**Must be flexible to meet consumer and agency needs**

**Salary:** \$2,263 - \$3,065.52/bi-weekly (New Hires start at minimum)

**Closing Date:** August 4, 2014

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

**Examples of Duties:** Duties consistent with the Clinical Nurse Coordinator (General) job classification. This position will serve as a resource/consultant to individuals living in the community with their families throughout the West Region, as well as to staff and community agencies and practitioners; may conduct Family Training as a Medicaid Waiver service; make home visits; conduct nursing assessments; participate in Office of Protection and Advocacy (OPA) investigations including assisting with Intermediate Protective Services Plan (IPSP) and Protective Services Plan (PSP) responses. Monitor private sector individuals as needed; assure nursing care programs are carried out thoroughly; may provide nursing services to comply with Community Living Arrangement (CLA) regulations; provide nursing input in the development and maintenance of interdisciplinary health care plans; works with the IFS team providing medical information, attending meetings and drafting health status reports; perform other duties as required. Become the OBRA coordinator for the West Region, making visits to individuals with intellectual disabilities seeking admission to Long term care. May have to handle emergencies request and maintain the OBRA database. Performs related duties as required

**Knowledge, Skills and Abilities:** Knowledge of nursing principles and clinical therapeutic models of patient and/or client care with emphasis on interdisciplinary team approaches as related to individuals with developmental disabilities. Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for consumers and their families in institutional and community oriented settings as related to individuals with developmental disabilities; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills; knowledge of computers/technology.

**General Experience:** Three (3) years of professional nursing experience

**Special Experience:** One (1) year of the General Experience must have been providing consultation and evaluating the assessment of nursing services provided to individuals with intellectual disabilities.

**Substitution Allowed:** A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

**Special Requirement:** Incumbents in this class must possess and retain a license as a registered nurse in Connecticut. Incumbents in this class will be required to travel. Applicant must be able to obtain CPR certification. Incumbent must be able and willing to adjust schedule to meet the needs of individuals and in emergency situations, which could mean off-hours.

**Preferred Experience:** Preference will be given to applicants with demonstrated community provider experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application material will not be considered.**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Yolette Tappin  
Fax: 203-574-8857  
Email: [Yolette.tappin@ct.gov](mailto:Yolette.tappin@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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