

Department of Mental Health and Addiction Services
Connecticut Mental Health Center
JOB OPPORTUNITY
Supervising Nurse – CM 105523

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

Open To: State Employees
Location: Connecticut Mental Health Center, 34 Park Street, New Haven CT 06519
Program/Unit: Department of Nursing / Acute Inpatient Units **Annual Salary: \$69,614.00**
Shift/Schedule/Hours: 1st Shift / Monday – Friday; 7:30am to 3:00 pm
Posting Date: September 3, 2013 **Closing Date: September 9, 2013**

Duties may include but not limited to: The duties of this position are but not limited to: Responsible for quality of care provided by the professional and paraprofessional nursing staff on all inpatient units within the CT Mental Health Center. Supervision and education of staff. Completion of performance evaluations as assigned. Respond to psychiatric and medical emergencies insuring appropriate care of individual patients and monitoring documentation. Investigate medication errors, Participate in designated supervisory and cross shift meetings other duties as assigned. Supervises and evaluates unit workflow based on evaluation of unit conditions, individual patient needs, and clinical expertise of staff, in order to ensure maintenance of the therapeutic milieu may develop and/or monitor work schedules and employee job assignments to ensure adequate coverage, Counsels and supervises staff as necessary, works with scheduler to fill staff absences. Oversees outstanding clinical issues regarding patient care and safety, supervises team leaders, and Charge Nurse may at times function as Team Leader, or in a charge, may be project coordinator for performance improvement data collection or quality improvement studies. Collects data and audits charts for deficiencies, makes plan of correction, attends and gives report in the CMHC Clinical Coordinators Meeting Participates in weekly nursing leadership meetings, Leads Team Leader weekly meetings, is a member of Inpt Unit leadership group may co lead unit weekly community meetings. Participates as an active member for the Medical Records Committee, Co- Lead monthly staff meetings for MHA and RNs, LPNs in absence of Clinical Manager. Attends and participates in weekly bed disposition meetings, Oversees on going medical issues of patients, will take responsibility to ensure all proper documentation by MD and Nsg is accurate and completed for any critical incident resulting in a restraint episode, may be responsible to compose critical incident review report. Oversees the development of Nursing Care Plans, and Master Treatment Plans. Leads staff to use least restrictive options for management of dyscontrol behavior in accordance with CMHC Policy and Procedure, may interview and select staff, supervise, and evaluate staff performance, May coordinate and/or provide staff development or education and training programs for nursing and other clinical staff.,

General Experience: Four (4) years of experience as a Registered Professional Nurse in a hospital, regional, institutional or psychiatric setting.

Special Requirement: Must possess and retain a valid motor vehicle operator's license. Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. Two (2) years of the General Experience must have been at the level of a Head Nurse, Head Nurse (Correctional Facility), Forensic Head Nurse or Clinical Nurse Coordinator working with the type of patients/clients serviced by the agency.

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: Registered Professional Nurse - Per Diem applying to a Registered Professional Nurse - Per Diem 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.

PLEASE SEND APPLICATIONS TO:

Ryan Howe, Human Resources Assistant
Connecticut Mental Health Center - Human Resources Department
34 Park Street, New Haven CT 06519
Fax: (203) 974-7637 / Email: Ryan.Howe@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. P-1