

Office of Protection and Advocacy for Persons with Disabilities
Job Opportunity
Utilization Review Nurse Coordinator

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

Open To: The Public
Hours: 35 hours per week/ full time
Salary: \$58,412 and full benefits
Closing Date: January 31, 2011

The State of Connecticut, Office of Protection and Advocacy for Persons with Disabilities is recruiting to fill an anticipated full-time, permanent Utilization Review Nurse Coordinator position. **This position is responsible for conducting detailed investigations of abuse and deaths of persons with mental retardation and other disabilities including persons under the care of the Department of Developmental Services.**

The preferred candidate will possess: considerable experience working with multi-disciplinary health care teams, strong analytical and writing skills, and the ability to recognize and organize relevant information obtained through interviews and reviews of medical records.

Minimum qualifications: Considerable knowledge of principles, practices and current trends of nursing; considerable knowledge of standards of medical care; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze patient profiles and progress charts; some supervisory ability. Considerable knowledge of statutes, policies and procedures governing the care and treatment of persons with mental retardation; considerable knowledge of problems and needs of persons with mental retardation; considerable knowledge of various types of residential placement facilities; knowledge of investigatory methods and techniques; considerable interviewing skills; ability to research and analyze data; considerable skills in the preparation of extensive written reports.

Duties: Conducts complex investigations into allegations of abuse or neglect of persons with mental retardation; conducts complex investigations into cases where a death has resulted of a person with mental retardation or for whom the Department of Developmental Services has direct or oversight responsibility for medical care; reviews medical care that was provided to patients; assists in the investigation to determine if the death is a result of abuse or neglect; participates in the reviews of events, overall care, quality of life and medical care preceding a death; works cooperatively with State and local police, State's Attorneys and other protective services organizations; interviews alleged victims, direct care providers, families and other potential witnesses; prepares comprehensive, complex investigative reports; may provide information and assistance to the Independent Mortality Review Board or Fatality Review Board for Persons with Disabilities; maintains records and documentation; reviews medical records for pertinent information related to investigations; may testify in court proceeding; performs related duties as required.

General Experience: Five (5) years experience as a registered professional nurse

Special Experience: INVESTIGATORY: Two (2) years of the General Experience must have been working with persons with Behavioral Health or Developmental Disabilities.

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

Special Requirements: While employed in this position the incumbent must possess and retain a current license as a registered professional nurse in Connecticut. Incumbent will also be required to travel.

Application Instructions: Interested qualified individuals should send a **Form HR-CT-12 / Application for Examination or Employment** (<http://das.ct.gov/employment>), **resume** and **letter of interest** by the closing date above to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106
Confidential Fax: 860-622-4921 (preferred method of submission)

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.