



DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY

**UTILIZATION REVIEW NURSE COORDINATOR (2 positions)**

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

**Open To:** The Public

**Location:** Cheshire Regional Center, Cheshire

**Job Posting No:** 15416 & 15923 (2 positions)

**Hours:** 35 hours/week – Monday - Friday (1<sup>st</sup> shift)  
Actual Schedule To Be Determined – Incumbent must be willing to work flexible hours to accommodate investigative and regulatory needs.

**Salary:** \$60,166\* – \$81,307 (HC-25) \*employees new to state service start at beginning of range

**Closing Date:** March 10, 2014

**These Utilization Review Nurse Coordinator positions are assigned to the Division of Investigations at the Department of Developmental Services (DDS). They are required by DDS Policies and Procedures and Executive Order 42 to oversee the review and analysis of all deaths of DDS consumers within the State of Connecticut. These positions are also accountable for conducting investigations related to alleged violations of state laws and regulations and violations of the Abuse/Neglect policies of the Department of Developmental Services.**

**Examples of Duties:**

The Utilization Review Nurse Coordinators will primarily request and review all pertinent documents pertaining to DDS consumer deaths and will generate detailed reports and correspondence summarizing case review findings and recommendations. These reports will be referred as required by DDS policies and procedures to the regional Mortality Review Committees for further action and/or to the Independent Mortality Review Board (IMRB) for further analysis. These positions will be responsible for providing consultation services and training to private and public service providers of DDS consumers pertaining to the investigation process. These position will also directly investigate allegations of abuse and neglect involving medical and nursing oversight on the part of DDS and private provider staff and allegations of consumer abuse and neglect; plan office workflow and determine priorities; establish and maintain office procedures; act as a liaison with operating units, agencies and outside officials regarding office policies and procedures; make recommendations on policies and standards where applicable; assist in reviewing complaints and violations and determining appropriate course of action; and may testify in legal proceedings; and will perform related duties as required.

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

**Special Experience:** 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:**

1. Incumbents in this class must possess and retain a current license as a registered professional nurse in Connecticut.
2. Incumbents in this class may be required to travel.
3. Incumbents must be willing to work flexible hours to accommodate investigative and regulatory needs.

**Preferred Skills & Experience:**

- Considerable knowledge of investigatory methods and techniques
- Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures
- Considerable knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations
- Considerable knowledge of complex medical diagnoses, treatment plans, medication administration practices pertaining to staff delegation and nursing standards
- Knowledge of DDS consumer program planning and behavioral interventions
- Knowledge of consumer financial practices
- Considerable knowledge of court procedures and related legal instruments
- Good interpersonal skills
- Good oral and written communication skills
- Good problem solving skills

**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 DSW 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.

**Only submit a single application listing both job posting numbers please.**

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

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

**Send application materials to:**

**Department of Developmental Services — Central Office  
460 Capitol Avenue  
Hartford, CT 06106**

**Attn: Ms. Daimar Ramos**

**Email: [DDS.CO.Recruiting@ct.gov](mailto:DDS.CO.Recruiting@ct.gov) Phone: 860-418-6121 Right Fax: 860-920-3045**

**Application materials can be emailed, faxed, or mailed.**

**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.