

**State of Connecticut
The Department of Social Services
Job Opportunity**

SUPERVISING NURSE CONSULTANT

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

Posting Date: December 7, 2009

Closing Date: December 15, 2009

The Department of Social Services is currently accepting applications for one (1) Supervising Nurse Consultant, Office of Quality Assurance, located in our Hartford Central Office.

Open To: Department of Social Services Employees Only

**Position: Supervising Nursing Consultant
Position Number 32665**

Bargaining Unit: New England Health Care 1199

Salary Range : \$72,020 to \$97,759 (HC-31)

Location: 25 Sigourney Street, Hartford, CT 06106

PURPOSE OF CLASS: In the Department of Social Services this class is accountable for supervising the consultation and implementation of the nursing and medical service component provided by the Medical Review and Utilization Team for health care programs and facilities.

EXAMPLES OF DUTIES: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; speaks to professional and lay groups; participates as a member of professional and lay group committees established to upgrade nursing and health care services; may conduct on site visits to facilities independently or as team leader to resolve special problems; may testify in court on state and federal policies and regulations; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of nursing care, administration and education; considerable knowledge of standards of care and service delivery in licensed health care facilities or institutions, community based nursing agencies, local health departments, licensed home health agencies and ambulatory care facilities; considerable knowledge of local, state and federal health agencies and programs; considerable knowledge of standards in long term care facilities; considerable knowledge of hospital nursing services; considerable knowledge of skilled nursing facilities and intermediate care facilities organization and operational problems; considerable understanding of provision of medical and nursing care in a variety of settings; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Five (5) years of experience as a professional nurse in a position of administration, consultation, education or supervision.

Substitutions Allowed:

1. A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.
2. A Master's degree in health services administration, nursing or public health may be substituted for one (1) additional 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.

Note: This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use or state employees who have attained permanent status in the class. Candidates with a Bachelor of Science Degree in Business Administration/ Accounting and/or experience auditing payments to Medicaid providers are encouraged to apply.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Due to the large number of applications received, we cannot confirm receipt of applications.

Forward completed applications to:

**Flora Alling, Human Resource Specialist
The Department of Social Services
Human Resources Division-12th Floor
25 Sigourney Street, Hartford, CT 06106
Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED BY TUESDAY, DECEMBER 15, 2009, CLOSE OF BUSINESS

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER