

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
SUPERVISING DEVELOPMENTAL SERVICES WORKER

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

Open To: DDS Employees Only
Location: Hidden Pond CLA, North Haven
Job Posting No: 015653
Hours: Full Time, 70 Hours Per Pay Period; Tuesday-12P-7P; Wednesday-10A-5P; Thursday-12P-7P; Friday-7A-2P; Saturday-6A-1P;
Salary: HN 20 \$48,759 - \$64,709
Closing Date: February 3, 2014

Examples of Duties: Coordinates and supervises or assists in supervision of a residential living program including assigning work and evaluating staff performance; assists in development of policies, programs and operational procedures; directs implementation of these policies, programs, and procedures in accordance with state and federal regulations and needs of clients; arranges for fire drills and safety inspections; supervises staff by directing and advising them on work, reviewing reports, and conferring with them on daily operational, disciplinary, and special problems; arranges for and coordinates provision of appropriate supportive care services such as housekeeping, dietary, maintenance, and laundry; secures and distributes supplies and equipment for teaching strategies and clients personal needs; arranges for client transportation; monitors client fund spending; assists in unit response to surveys and inspections; coordinates, evaluates and may participate in residential care program within unit including care, feeding, clothing and treatment of clients; may provide orientation and in-service training to subordinate staff; may complete and review for accuracy a variety of reports, notes, logs, and requisitions, etc.; may design and write residential living programs; may attend interdisciplinary team and administrative meetings; may coordinate community support services for clients; may administer first aid in emergency situations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Special Qualification and Job Requirements Considerable knowledge of modern methods of working with persons with developmental disabilities; considerable knowledge of goals, policies, and organization of a residential living unit; considerable

Knowledge, Skills And Ability knowledge of rehabilitative and interdisciplinary process; knowledge of support services provided in residential care such as housekeeping, dietary, maintenance, and laundry; considerable interpersonal skills; ability to implement policies and operational procedures; supervisory ability.

Experience & Training: **General Experience:** One (1) year's experience working with persons with mental retardation or other developmental disabilities at the level of Developmental Services Worker 2.

Special Requirements:

1. Incumbent is required to possess and retain a valid Motor Vehicle Operator's license
2. Incumbent will be required to travel.
3. Incumbent must possess or be able to obtain Medical Administration certification.

Physical Requirements: Physical examination is required. Incumbents in this class must possess physical and emotional health for efficient performance of duties.

Working Conditions: Incumbents in this class may be required to lift and restrain clients; may have some exposure to communicable/infectious diseases and to risk of injury from assaultive and/or abusive clients; may be exposed to moderately disagreeable conditions.

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

Please visit the DDS Intranet site @ www.ct.gov/ddssi to view additional postings.

Application Procedure:

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. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

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.

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

Send application materials to:
Department of Developmental Services - South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter
Phone: 203-294-5122 Fax: 860-920-3035

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.