

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPPORTED LIVING WORKER (BI-LINGUAL SPANISH)

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

Open To: Public – **Applicants Must Be Fluent in Spanish**
Position: Developmental Services Supported Living Worker
Location: IFS, New Haven
Job Posting No: 016836
Hours: Full-Time (70 hours/bi-weekly) Sunday – Thursday 11:30 a.m. – 7:00 p.m.
Salary: HN 18 \$44,250 - \$59,154 (New employees to state service start at the beginning of the range)
Closing Date: April 14, 2014

Examples of Duties: Implements programs and monitors an assigned caseload of clients living in a community setting; functions as a member of an interdisciplinary team and participates in service delivery plan process for clients; provides guidance and support for clients to develop independent living skills; participates in and assists clients with activities of daily living; assists clients in accessing goods, services and supports required for independent living without 24 hour supports; reinforces appropriate client behavior through modification techniques; responsible for clients health and safety; observes and reports client behavior; serves as advocate for government subsidies and redetermination hearings; transports clients; acts as liaison to clients and their families or various community agencies or organizations; provides concise and accurate reports and documentation; may make recommendations on policies or standards; may administer and track medications with appropriate certification; may administer first aid in emergency situations; may schedule and attend appointments with clients; may maintain clients financial records; may restrain clients; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of modern methods of working with persons with mental retardation and other related conditions; knowledge of safety, hygiene and health practices and procedures; knowledge of state and federal assistance programs; knowledge of relevant state and federal laws, statutes, regulations and procedures; some knowledge of medication administration and effects of medication; considerable interpersonal skills; oral and written communication skills; ability to recognize and report behavioral changes; ability to coordinate and collaborate effectively with individuals, groups and families; ability to work independently and make decisions.

General Experience: One (1) year of experience in direct residential support services to persons with mental retardation and other related conditions at the level of a Developmental Services Worker 1 (or equivalent experience in a human service field).

Physical Requirement: Incumbents in this class must possess physical and emotional health for efficient performance of duties; a physical examination may be required.

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

Special Requirements:

1. **Incumbent must have demonstrated fluency in reading, writing and speaking both English and Spanish. *Application must reflect how applicant meets this requirement.**
2. Incumbent must possess and retain a valid Motor Vehicle license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
3. Incumbent will be required to travel.
4. Incumbent must be or eligible to be certified in Medical Administration.
5. Incumbent must be or eligible to be certified in CPR.

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

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 — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter**

Email: Barbara.Paradis@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

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.