

## Developmental Services Case Manager

STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION  
P.O. Box 872  
Southbury, CT 06488

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

State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

**OPEN TO:** Public

**POSITION:** Developmental Services Case Manager

**POSITION #:** 016898

**LOCATION:** Southbury Training School

**SALARY:** \$2,133.95/bi-weekly

**SCHEDULE:** Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. Must be flexible in hours to meet client and agency needs.

**HOURS PER PAY PERIOD:** Full Time – 70 hours/bi-weekly

**POSTING DATE:** November 4, 2011

**CLOSING DATE:** November 15, 2011

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services. DDS employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer. Those candidates appearing on Re-Employment or SEBAC lists must be given first consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**EXAMPLES OF DUTIES:** Duties consistent with the DDS Case Manager job classification. Case Management/QMRP responsibilities for a caseload of individuals residing in ICF/MR certified cottages. Duties include Overall Plan of Service/Individual Plan development, service coordination, referral, advocacy, program monitoring, legal and entitlement process and follow-up, placement, Program Review Committee, Human Rights Committee coordination, implementation of court orders, Planning and Resource Allocation Team coordination, community placement planning and development, Quality Service reviews, record keeping, and family support. Will complete QMRP responsibilities for all assigned cases. Required to review individual client service plans for conformity to Federal ICF/MR regulations; assist with responses to ICF surveys, inspections, and IPR/UR as required; may coordinate the development and assist with the implementation of Plans of Correction. Perform other duties as related.

**EXPERIENCE AND TRAINING**

**General Experience:** Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

**Special Requirements:** A valid Connecticut Driver's license is required. Incumbents in this class will be required to travel. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.

**TO APPLY:** Please send a resume and CT-HR-12 including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59pm on the closing date indicated above**. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**Send Applications to:**  
**Department of Developmental Services - West Region**  
**55 West Main Street, 4<sup>th</sup> Floor, Waterbury, CT 06702**  
**Attention: Yolette Tappin**  
**Fax: 203-574-8857**  
**E-mail: [yolette.tappin@ct.gov](mailto:yolette.tappin@ct.gov)**

**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.