

State of Connecticut
JOB POSTING

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108**

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

DATE: November 4, 2011

CLOSING DATE: November 15, 2011

POSITION: DS Case Manager

POSITION #: 00019668

LOCATION: Public Programs – Putnam

SCHEDULE: Monday through Friday 8:30a – 4p

Pass Days: Saturday and Sunday

Consideration will be given to requests for flex time schedules in accordance with the P1 flex time agreement.

HOURS PER PAY PERIOD: Full-Time 70 hours

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

This is a full time Case Manager position in the Putnam Office. The current caseload includes approximately 45 waived for individuals. These individuals live in Community Living Arrangements and Support Living situations in the Putnam area. Responsibilities include ensuring the needs of the individuals on the caseload are addressed through the team process which includes developing Annual Plans, reviews of plans, facilitation of meeting, organization and management of master files, scheduling of meeting, contact with families and guardians, and ensuring the compliance with Licensing regulations and Quality Insurance Reviews. Additional responsibilities include involvement in the guardianship process, Quality Systems Reviews, securing/ maintaining entitlements and benefits, involvement in the PRC process, involvement with the PRAT process, and other related duties as required. Ability to flex schedule into evening in response to consumer needs and emergency situations. Valid CT driver's license.

EXPERIENCE & 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 developmental disabilities in the areas of behavior, education or rehabilitation.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience. A Master's degree in Social Work may be substituted for the General and Special experience. Two (2) years as a

Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience. For State employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience. For State employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

Special Requirement: 1. Incumbents in this class may be required to possess fluency in a foreign language for designated positions. 2. Incumbents in this class may be required to travel. 3. 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 complete a DDS Transfer/Promotion application (applicable to DDS employees) or a State of CT Application for Examination or Employment CT-HR-12 located at www.das.state.ct.us/exam/ (applicable to non-DDS employees), including the Position # and copies of your last two performance appraisals or two letters of reference. All application materials must be received by close of business 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—North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Ms. Carol Pfeifer, Human Resources
Phone: (860) 263-2618
Fax: (860) 622-4967

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.