

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
South Region
104 South Turnpike Road
Wallingford, CT 06492**

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

DATE: November 4, 2011

CLOSING DATE: November 15, 2011

OPEN TO: The Public
POSITION: Developmental Services Case Manager
POSITION #: 021998
LOCATION: Individual and Family Support, New Haven, CT
SCHEDULE: Full Time, Monday-Friday 8:30 am-4:30 pm

HOURS PER PAY PERIOD: 70

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 case manager position in the Individual and Family Support Division is responsible for providing support to approximately 40 individuals with developmental disabilities who reside at home with their families or independently. This caseload will consist of individuals who are on the Medicaid Waiver. This position will ensure that all CMS (Centers of Medicaid and Medicare Services) requirements and quality assurance activities are completed as required. Case management services, including the development and continued monitoring and review of the Individual Plan, are required to meet health and safety needs.

The Case Manager is accountable for performing a full range of tasks in providing case management services for persons with developmental disabilities and their families to ensure the delivery of appropriate medical, education/vocational, social and other services.

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 Qualifications: Must be able to complete the Individual Plan (IP) and lead teams effectively to assure individuals' health and safety. Understanding of social work practices, knowledge of developmental disabilities and treatment, oral and written communication skills, ability to translate clinical findings and recommendations into program activities and develop realistic program objectives, computer use, budgeting, negotiating for services, are a few of the many qualifications necessary.

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.

Special Requirements:

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 whom reside in Intermediate Care Facilities, must be eligible for certification as a Qualified Developmental Services Professional as required by Federal regulations.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
3. A Master's degree in Social Work may be substituted for the General and Special Experience.
4. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
5. 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.
6. 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.

TO APPLY: Please submit a CT-HR-12 employment application which can be located at <http://das.ct.gov/employment>. Please reference the position number and provide a copy of your two (2) most recent performance appraisals or two letters of reference. All application materials must be received by 11:59pm on the closing date provided 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—South Region
104 South Turnpike Road
Wallingford, CT 06492
Attn: Recruiter
Phone: (203) 294-5123
Fax: (203) 294-5160

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.