

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!

OPEN TO: Agency Employees
POSITION: Developmental Services Case Manager
POSITION #: 022131
LOCATION: Wallingford Office, 104 South Turnpike Road
SCHEDULE: First Shift, Part-Time
Week One: Friday, Monday and Wednesday 9:00 a.m.-4:30 p.m.
Week Two: Friday, Monday and Thursday 9:00 a.m.-4:30 p.m.
POSTING DATE: May 20, 2011
CLOSING DATE: May 31, 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.

EXAMPLES OF DUTIES: Consistent with class specification. This position has a caseload of approximately 1:18 consumers. The case manager is responsible for ensuring that an interdisciplinary team assembles to complete Individual plans, Level of Need and quarterly reviews for all consumers. They are also responsible to ensure that all necessary documentation is maintained according to DDS and Licensing regulations. This includes maintenance of Home and Community Based Waiver documentation, Individual plan documentation, guardianship assessment, hearing decisions, benefit information, medical information, and request for services from DDS and other agencies. The case manager is also responsible for communication with CTH providers, agency providers, and all support team members to the individual. This position is required to travel throughout the South Region. Schedule is to be flexible according to agency needs.

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:

1. 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
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.

Preferred Qualifications:

Ability to complete the Individual Plan (IP) forms, lead teams effectively to assure individuals' health and safety. Understanding of social 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 objective, are a few of the many qualifications necessary.

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

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.

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.