

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
SUPERVISING DEVELOPMENTAL SERVICES WORKER 1

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Public
Location: Unit C Meriden Campus, Meriden, CT
Job Posting No: 022421
Hours: Full Time - Friday & Saturday – 12:00pm - 7:30pm; Tuesday, Wednesday, & Thursday – 9:00am – 4:30pm
Salary: 1,868.17 Bi-Weekly
Closing Date: September 9, 2013

Examples of Duties: Coordinates and supervises or assists in supervision of a residential living program including assigning work and evaluating staff performance; assists in development of policies, programs and operational procedures; directs implementation of these policies, programs and procedures in accordance with state and federal regulations and needs of clients; arranges for fire drills and safety inspections; supervises staff by directing and advising them on work, reviewing reports and conferring with them on daily operational, disciplinary and special problems; arranges for and coordinates provision of appropriate supportive care services such as housekeeping, dietary, maintenance and laundry; secures and distributes supplies and equipment for teaching strategies and clients personal needs; arranges for client transportation; monitors client fund spending; assists in unit response to surveys and inspections; coordinates, evaluates and may participate in residential care program within unit including care, feeding, clothing and treatment of clients; may provide orientation and in-service training to subordinate staff; may complete and review for accuracy a variety of reports, notes, logs and requisitions, etc.; may design and write residential living programs; may attend interdisciplinary team and administrative meetings; may coordinate community support services for clients; may administer first aid in emergency situations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Special Qualification and Job Requirements Considerable knowledge of modern methods of working with persons with developmental disabilities; considerable knowledge of goals, policies and organization of a residential living unit; considerable knowledge of rehabilitative and interdisciplinary process; knowledge of support services provided in residential care such as housekeeping, dietary, maintenance and laundry; considerable interpersonal skills; ability to implement policies and operational procedures; supervisory ability.

Knowledge, Skills And Ability

Experience & Training: **General Experience:** One (1) year's experience working with persons with mental retardation or other developmental disabilities at the level of Developmental Services Worker 2.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to be bilingual or fluent in American Sign Language.
2. Incumbents in this class may be required to possess and retain a valid Connecticut Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
3. Incumbents in this class may be required to travel.

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

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

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 Other 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.

Send application materials to:
Department of Developmental Services — South Region
104 South Turnpike Road, Wallingford, CT 06492
Attn: Ms. Barbara Paradis
Phone: 203-294-5122 Fax: 860-920-3035

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.