

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION  
JOB OPPORTUNITY  
LEAD DEVELOPMENTAL SERVICES WORKER**

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

**Open To:** DDS Employees Only  
**Position:** Lead Developmental Services Worker  
**Location:** Westfield CLA, Middletown, CT  
**Job Posting No:** 022510  
**Hours:** Full-Time (70 hours biweekly) Sat 1PM-8PM; Sun 9AM-4PM; Mon, Tue, & Wed 1PM-8PM; Thurs-Friday RDO  
**Salary:** HN 18 \$44,250 - \$59,154  
**Closing Date:** March 24, 2014

**Examples of Duties:** Leads Developmental Services Workers on an assigned shift in implementation of residential living program for clients in a cottage, wing or other living quarter; oversees and may participate in general care of assigned living quarters and care, feeding, clothing and treatment of clients; directs and advises staff on implementation of clients daily teaching strategies; assists in evaluating performance of residential program within living quarters; confers daily with staff on routine operational, disciplinary and special problems; implements policies, programs and operational procedures in accordance with state and federal regulations and with regard to needs of clients; participates in caring for and instruction of clients in their activities of daily living; confers with parents concerning clients status; may administer selected oral medications with appropriate training; may complete a variety of reports, notes, logs, requisitions, etc.; may design and write residential living programs; may provide orientation and inservice training to subordinate staff; may order, secure and distribute supplies and equipment for program functioning and clients personal needs; may attend interdisciplinary team meetings; may arrange for appropriate support services such as housekeeping, maintenance and laundry; may administer first aid in emergency situations; may serve as backup for Supervising Developmental Services Worker; performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of modern methods of working with persons with mental retardation; knowledge of rehabilitative and interdisciplinary process; knowledge of goals, policies and organization of a residential living unit; knowledge of safety, fire and first aid procedures; considerable interpersonal skills; ability to implement policies and operational procedures; ability to lead staff.

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

**Physical Requirement:** Incumbents in this class must possess physical and emotional health for efficient performance of duties. Applicants may be required to take a physical examination.

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

**Special Requirements:**

1. Applicants must be current in all DDS required training. Applicants must possess or be able to obtain Medication Administration Certification and/or CPR Certification.
2. Incumbent must possess and retain a valid Motor Vehicle license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
3. Incumbent may be required to travel.

**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.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter  
Email: [Barbara.Paradis@ct.gov](mailto:Barbara.Paradis@ct.gov) Phone: 203-294-5122 Fax: 860-920-3035**

**Application materials can be emailed, faxed, or mailed**

**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.