

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
LEAD DEVELOPMENTAL SERVICES WORKER

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

**Open To:** Public  
**Location:** Olympus Parkway, Middletown, CT  
**Job Posting No:** 022511  
**Hours:** Full Time – Sunday 4:00PM-11:30PM; Monday 3:30PM-11:00PM; Tuesday 10AM-5PM; Wednesday & Thursday 1PM-8PM;  
**Salary:** \$1,695.41 Bi-Weekly  
**Closing Date:** December 9, 2013

**Examples of Duties:** This position is accountable for acting as a working lead or as a backup to the Supervising Developmental Services Worker in the shift supervision at Olympus Parkway in Middletown, Connecticut.

Duties include: 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 in-service 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.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Special Qualification and Job Requirements Knowledge, Skills And Ability** Considerable knowledge of modern methods of working with persons with intellectual disabilities; 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.

**Experience & Training:** **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.

**SPECIAL REQUIREMENTS:**

1. Incumbent must be Medical Administration certified.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
3. Incumbent will be required to travel.

**Physical Requirement :** Incumbent 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.

**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](http://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  
35 Thorpe Avenue, 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.