

DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY

HUMAN SERVICES ADVOCATE - **REPOST**

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

Open To: Public - Applicants must have applied for and passed the **Human Services Advocate Examination** and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position: Human Services Advocate

Location: Wallingford, CT

Job Posting No: 022585

Hours: Full-Time (80 hours biweekly) 8:00 AM - 4:30 PM

Salary: SH 22 \$59,076 - \$75,335 (New employees to state service start at the beginning of the range)

Closing Date: October 13, 2014

Examples of Duties: This position will serve as the Abuse and Neglect Liaison for the South Region of the Department of Developmental Services. The Abuse Neglect Liaison has region-wide responsibilities to assure compliance the Memorandum of Understanding (MOU) between the Department of Developmental Services (DDS) and the Office of Protection and Advocacy (OPA). The Liaison also has responsibilities with the SR Human Rights Committee to assure compliance with DDS policy and Mission Statement. The Human Services Advocate is charged with the intake, processing and tracking of all investigations of Abuse/Neglect.

Duties include: Assists in administration of a client rights program with respect to civil, legal and human rights, right to treatment, confidentiality, and other unique rights as specified by state and federal legislation; provides advocacy services, determines available courses of action, and develops advocacy strategies with individuals, families and/or groups; investigates and evaluates complaints and allegations of abuse and/or misrepresentation of authorized client services; implements advocacy strategies through informal and/or formal actions such as meeting with legal and/or agency representatives to ensure provision of proper services; consults with professionals of various disciplines such as attorneys, physicians, educators, and others to identify options and barriers to client rights; develops and interprets policies regarding client rights; assists in researching and interpreting laws pertaining to client rights; maintains confidential client files documenting advocacy services provided and prepares reports summarizing case activities; prepares correspondence and reports; assists in orientation of new employees with regard to agency client rights program; may investigate accident and injury reports to determine cause; may conduct studies to assess quality of care; may conduct in-service training sessions on client rights; may provide technical assistance and training to field staff; may participate on task forces and coalitions formed to effect system changes; may participate in agency task groups to develop policies, positions and reports; may make public presentations; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of problems and needs of individuals in one of the following areas: blindness or visual impairments; children; disabilities; intellectual and developmental disabilities; psychiatric disabilities; knowledge of advocacy process; knowledge of relevant state and federal laws, statutes, and regulations; knowledge of relevant agency policies and procedures; knowledge of community resources and service delivery systems; interpersonal skills; oral and written communication skills; interviewing skills; negotiating skills; ability to identify, investigate, and analyze problems and recommend effective solutions; ability to research and organize information; ability to understand and explain complex written materials.

General Experience: Six (6) years of professional experience in a public or private agency or organization providing services to persons with disabilities.

Special Experience: One (1) year of the General Experience must have been in the provision of advocacy or direct services to persons with disabilities.

Preferred Experience: Preference will be given to applicants with demonstrated experience with DDS Programs, policies and regulations as well as Abuse and Neglect Investigation training and experience.

Special Requirements:

1. Incumbent must possess and retain a valid Driver's license. Travel will be required.

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

Application Procedure for All 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.

Incomplete application materials will not be considered.

Application materials can be emailed, faxed, or mailed to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter

Email: DDS.SR.Recruiting@ct.gov 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.