

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES CASE MANAGER**

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

**Open To:** Candidates on a current examination list.  
**Location:** Residential Support, Wallingford, CT  
**Job Posting No:** 022597  
**Hours:** First Shift, Full-Time, Monday-Friday – 8:30AM – 4:00PM  
**Salary:** \$2,197.97 Bi-Weekly  
**Closing Date:** September 9, 2013

**Eligibility Requirement:** 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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** The Case Manager in the Residential Support Division is responsible for providing supports to approximately 40-50 individuals with developmental disabilities. The caseload will consist of individuals who are on the Medicaid Waiver, and/or who reside in an ICF/ID facility located at the Meriden campus. The Case Manager ensures that all Centers of Medicaid and Medicare Services requirements and quality assurance activities are completed as required. Responsibilities include facilitates interdisciplinary team meetings to develop, review and/or modify Individuals Plans (IP) including periodic progress reviews, Quality Service Reviews and Level of Need Assessments; coordinates integration of day program, residential, medical and other services provided to each client and ensures service delivery; develops social service evaluations and service recommendations; ensures compliance with CMMS regulations of targeted Case Management, maintaining documentation according to DDS and federal regulations; assists with guardianship assessments and in the guardianship process, application for entitlements, and enrollment in the waiver; reviews and develops individual budgets; provides supportive counseling to clients and their families; gives information to clients, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of client files including required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required. This Case Manager also functions as the PSRB (Psychiatric Security Review Board) Conditional Release Supervisor for the individuals who are discharged from the Transitional Unit and moving into the community.

**Minimum Qualifications Required** Considerable understanding of nature of clinical assessments; considerable knowledge of services available to persons with mental retardation; knowledge of residential programs for persons with mental retardation; knowledge of interdisciplinary approach to program planning; knowledge of mental retardation, causes and treatment; considerable skill in facilitating positive group process; oral and written communication skills;  
**Knowledge, Skills And Ability** considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; familiarity with automated data systems.

**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.

**Special Requirements:**

1. Incumbents in this class may be required to travel.
2. Must be QMRP qualified as required by Federal regulations, as this caseload includes part of the Meriden campus, an ICF/ID facility.

**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  
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.