

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: Individual and Family Services, VSP Program, Norwich, CT
Job Posting No: 022776
Hours: First Shift, Full-Time, Monday-Friday – 8:00AM – 4:00PM
Salary: \$2,197.97 Bi-Weekly
Closing Date: October 7, 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: This case manager position in the Voluntary Services Program within the Individual and Family Support Division is responsible for providing supports to approximately 30 individuals with developmental disabilities who reside at home with their families. This caseload will consist of individuals who are on the Medicaid Waiver. This position will ensure that all CMS (Centers of Medicaid and Medicare Services) requirements and quality assurance activities are completed as required. Case management services, including the development and continued monitoring and review of the Individual Plan are required to meet health and safety needs. The case manager is accountable for performing a full range of tasks in providing case management services for persons with mental retardation/developmental disabilities and their families to ensure the delivery of appropriate medical/education/vocational, social and other services.

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; 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.

Knowledge, Skills And Ability

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 must possess in good standing a valid driver's license.
2. Incumbents in this class may be required to travel.
3. When assigned to a caseload of individuals, the majority of whom reside in Intermediate Care Facilities, must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations. **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: Recruiter
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.