

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
DS SUPERVISOR OF CASE MANAGEMENT

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

**Open To:** DDS EMPLOYEES ONLY WHO CURRENTLY HOLD OR HAVE ATTAINED PERMANENT STATUS AS DS SUPERVISOR OF CASE MANAGEMENT

**Location:** Residential Services, Wallingford, CT

**Job Posting No:** 022898

**Hours:** First Shift, Full-Time, Monday-Friday – 8:00AM –4:30PM

**Salary:** \$2,764.49 Bi-Weekly

**Closing Date:** September 23, 2013

**Eligibility Requirement:** DDS employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**Knowledge, Skills and Abilities:** The DS Supervisor of Case Management will supervise approximately 9 case managers who provide services to approximately 450 individuals who reside in DDS Publically operated homes or who receive supports from Private providers funded by DDS. The caseloads are comprised of individuals who are on one of the DDS HCBS Waivers or reside in the ICF/ID program which is located at the Meriden regional center. The Case Management Supervisor oversees that requirements are met for the DDS Waivers, ICF/ID and Targeted Case Management through the case managers' timely completion of Individual Plans, Level of Need and Quality Service Reviews of individuals. Other duties include: Schedules, assigns, oversees and reviews work of staff engaged in direct support, supported employment (individual job, group, sheltered) or habilitation; ensures provision of quality services and supports to individuals; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; coordinates staff schedules and program operations including supplies and material procurement; establishes and maintains unit procedures; assists in managing program budget; maintains all necessary certificates for programs; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; leads interagency collaboration projects and/or programs, with state agencies and local government, community and private provider agencies; responsible for application of state and federal laws and standards; participates in interagency collaboration; provides specialized consultative services for individuals regarding program plans, future plans and desired outcomes; serves as a consultant to public and private agencies, community industries and families; responsible for development of marketing and business plans; conducts and presents seminars to special interest groups; leads intra-regional and intra-facility committees and work groups; participates in community development; coordinates, implements and reviews for quality assurance private contracts (master and day) and/or public day programs; prepares reports and correspondence; supervises development of optimal supports and outcomes for individuals; reviews and approves teaching strategies; reviews and approves individuals assessments; reviews and approves of adaptation of tools and equipment to clients ability; participates in and may lead person centered supports; make recommendations on policies or standards; conduct investigations; in special cases may be a member of IDT; coordinates operational supports such as transportation; administers medications; administers CPR; utilizes PMT techniques; administers First Aid; maintains credentials and licenses; performs related duties as required.

**Minimum Qualifications Required** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of mental retardation case management practices; considerable knowledge of and ability to perform clinical assessments;

**Knowledge, Skills And Ability** considerable knowledge of social problems resulting from developmental disabilities and methods for dealing with those problems; considerable knowledge of person centered team approach to program planning; knowledge of public and private resources for persons with developmental disabilities; knowledge of relationships between facilities for persons with developmental disabilities, community agencies, courts and health facilities; familiarity with automated data systems; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

**General Experience:** A Bachelor's degree and three (3) years of experience providing case management or casework services to an assigned caseload of individuals.

**Special Experience:** One (1) year of the General Experience must have been providing case management or casework services to persons with developmental disabilities.

**Special Requirements:**

1. Incumbents in this class may be required to possess and retain a valid Connecticut Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
2. Incumbents in this class 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.

**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: 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.