

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
SUPERVISING DEVELOPMENTAL SERVICES WORKER 1

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

**Open To:** Public  
**Location:** Rogers House, Waterford, CT  
**Job Posting No:** 023298  
**Hours:** Full Time – Friday 10A-5P; Saturday 6A-1P; Tuesday & Wednesday 8A-3P; Thursday 1P-8P  
**Salary:** 1,868.17 Bi-Weekly  
**Closing Date:** December 2, 2013

**Examples of Duties:** Coordinates and supervises or assists in supervision of a residential living program including assigning work and evaluating staff performance; assists in development of policies, programs and operational procedures; directs implementation of these policies, programs and procedures in accordance with state and federal regulations and needs of clients; arranges for fire drills and safety inspections; supervises staff by directing and advising them on work, reviewing reports and conferring with them on daily operational, disciplinary and special problems; arranges for and coordinates provision of appropriate supportive care services such as housekeeping, dietary, maintenance and laundry; secures and distributes supplies and equipment for teaching strategies and clients personal needs; arranges for client transportation; monitors client fund spending; assists in unit response to surveys and inspections; coordinates, evaluates and may participate in residential care program within unit including care, feeding, clothing and treatment of clients; may provide orientation and in-service training to subordinate staff; may complete and review for accuracy a variety of reports, notes, logs and requisitions, etc.; may design and write residential living programs; may attend interdisciplinary team and administrative meetings; may coordinate community support services for clients; may administer first aid in emergency situations; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Special Qualification and Job Requirements** Considerable knowledge of modern methods of working with persons with mental retardation; considerable knowledge of goals, policies and organization of a residential living unit; considerable knowledge of rehabilitative and interdisciplinary process; knowledge of support services provided in residential care such as housekeeping, dietary, maintenance and laundry; considerable interpersonal skills; ability to implement policies and operational procedures; supervisory ability.

**Knowledge, Skills And Ability**

**Experience & Training:** **General Experience:** One (1) year's experience working with persons with mental retardation or other developmental disabilities at the level of Developmental Services Worker 2.

**SPECIAL REQUIREMENTS:**

1. 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.
2. Incumbents in this class may be required to travel.

**Physical Requirement :** Incumbents in this class must possess physical and emotional health for efficient performance of duties; a physical examination may be required.

**Working Conditions:** Incumbents in this class may be required to lift and restrain clients; may have some exposure to communicable/infectious diseases and to risk of injury from assaultive and/or abusive clients; may be exposed to moderately 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.