

**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: Private Services Division, Norwich, CT
Job Posting No: 023323
Hours: First Shift, Full-Time, Monday-Friday – 8:30AM – 4:00PM
Salary: \$2,133.95 Bi-Weekly
Closing Date: July 15, 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 Private Services Division is responsible for providing supports to approximately 40-50 individuals with developmental disabilities who reside at home with their families or independently. The caseload will consist of individuals who are on the Medicaid Waiver, and/or individuals who are non-waivered. 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 client service plans including Individual 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.

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 may be required to travel.
2. Preferred: Incumbents currently certified as a Qualified Mental Retardation Professional.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at www.das.state.ct.us, cover letter, resume, last two (2) performance appraisals or two (2) letters of reference. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
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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.