

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
South Region
104 South Turnpike Road
Wallingford, CT 06492**

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

DATE: November 4, 2011

CLOSING DATE: November 15, 2011

OPEN TO: The Public
POSITION: Developmental Services Case Manager
POSITION #: 078603
LOCATION: 104 South Turnpike Road, Wallingford, CT
SCHEDULE: Full Time, Monday-Friday 8:30 am-4:30 pm

HOURS PER PAY PERIOD: 70

ELIGIBILITY REQUIREMENTS: 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. DDS employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer. Those candidates appearing on Re-Employment or SEBAC lists must be given first consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

EXAMPLES OF DUTIES

This position will function as a Case Manager/ Support Broker in the Self Determination Division in the South region. The caseload will consist of approximately 30 individual with developmental disabilities who have chosen to self direct their supports and services. The Case Manager/Support Broker is responsible for assisting individuals and families with all aspects of hiring and managing their own supports, including coordination and monitoring of individual support agreements and individualized budgets. CM/ Broker ensures that all Centers for Medicaid and Medicare Services (CMS) requirements and quality assurance activities are completed as required. Specific activities will include, promotion of the principles of Self-Determination, development of partnerships with individuals with developmental disabilities and their families, the development of person-centered plans, the coordination of supports and resources and the ongoing assessment of plan implementation. In addition, the CM/Broker will continue to perform all traditional Case Manager responsibilities, which include but are not limited to, maintaining client master files, CAMRIS data entry, guardianship, family contacts, Medicaid Waiver , Targeted Case Management and participation in meetings as the caseload demands. Scheduled working hours will be flexible to meet agency and client needs.

EXPERIENCE & TRAINING

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 Requirements:

1. Incumbents in this class may be required to possess fluency in a foreign language for designated positions.
2. Incumbents in this class may be required to travel.

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.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
3. A Master's degree in Social Work may be substituted for the General and Special Experience.
4. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
5. For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience.
6. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

TO APPLY: Please submit a CT-HR-12 employment application which can be located at <http://das.ct.gov/employment>. Please reference the position number and provide a copy of your two (2) most recent performance appraisals or two letters of reference. 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.

SEND APPLICATIONS TO:

Department of Developmental Services—South Region
104 South Turnpike Road
Wallingford, CT 06492
Attn: Recruiter
Phone: (203) 294-5123
Fax: (203) 294-5160

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.