

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: Self Determination, Wallingford, CT
Job Posting No: 078603
Hours: First Shift, Full-Time, Monday-Friday – 8:30AM – 4:00PM
Salary: \$2,197.97 Bi-Weekly
Closing Date: December 9, 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.**

Example of Duties: In the South Region's Self-Determination unit, this position is accountable for independently performing a full range of tasks in providing case management/broker services for approximately 30 individuals who, with their families, direct their own supports by privately hiring their own staff to provide services based upon the Individual Plan. This position ensures the delivery of appropriate medical, educational/vocational, social, residential and other services.

Duties include: Convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify client service plans; 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; maintains regular contact with assigned clients and their families; 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 intellectual disabilities; knowledge of residential programs for persons with intellectual disabilities; knowledge of interdisciplinary approach to program planning; knowledge of intellectual disabilities, causes and treatment;
Knowledge, Skills And Ability considerable skill in facilitating positive group process; oral and written communication skills including negotiation and public relations 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; knowledge of computer systems and software.

Eligibility Requirements: Applicants 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.

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. Incumbent must possess and retain a valid motor vehicle license
2. Incumbent will be required to travel

Preferred Qualifications: Preference will be given to applicants who possess or who are eligible to obtain Qualified Mental Retardation Professional designation. Applicants should clearly indicate all degrees received including type, date conferred, major course of study and the conferring Institution of Higher Education.

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
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.