

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY

DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT

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

Open To: Individuals on Exam List
Location: Self Determination, Wallingford
Job Posting No: 085456
Hours: First Shift, Full-Time
Monday-Friday, 8:00am-4:30pm
Salary: \$71,803 annually
Closing Date: April 30, 2012

Eligibility Requirement: **Candidates must have applied for and passed the Developmental Services Supervisor of Case Management 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.**

Knowledge, Skills and Abilities: Duties are consistent with the Developmental Services Case Management Supervisor job description. Schedules, assigns, oversees and reviews the work of staff-primarily Brokers/CMs; has experience and provides guidance and proficiency in Self Determination Principles, individualized Supports, Person Centered Supports and has assisted consumers in hiring and managing their own supports; provides support and coordination with fiscal intermediaries as appropriate; provides staff training and assistance; conducts performance evaluations; determines priorities and plans divisional work; establishes and maintains department procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other divisions; agencies and outside officials regarding unit policies and procedures, prepares reports and correspondence; secures information concerning latest developments and trends in intellectual developmental disabilities and updates Brokers/Case managers accordingly; explains departmental supports and services, programs, policies and procedures to workers, consumers and their families and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes Planning and Support Team meetings to insure compliance with DDS policies/waiver and utilization of good team process skills' makes assessments of existing resources serving consumers; responsible for assuring compliance with federal regulations in regards to DDS waivers; may represent department and/or division in any legal proceedings involving clients; performs related duties as required.

General Experience:

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

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.
- 3 When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities **must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.**

Special Experience:

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

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

Application Instructions: Please submit a CT-HR-12 employment application which can be located at www.das.state.ct.us. 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.

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.