

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
DS CASE MANAGER**

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

Open To: Applicants who have applied for and passed the **Developmental Services Case Manager Exam** and are 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.

Location: Private Case Management, Wallingford, CT

Job Posting No: 089527

Hours: Full Time (70hours/biweekly) Mon – Fri 8:30 AM – 4:00 PM

Salary: HC 24 \$57,367 - \$77,679 (New employees to state service start at the beginning of the range)

Closing Date: March 31, 2014

Examples of Duties: This Case Management position in the Private Services Division is responsible for providing supports to approximately 40-50 individuals with developmental disabilities who reside in CLA/CRS or independent living with support. This caseload consists of individuals who are on the Medicaid Waiver.

Duties will be consistent with the Case Manager job description. Responsibilities include team facilitation and leadership in completing Individual Plans, ensuring completion of Individual Progress reviews, completing Quality Service Reviews, completion of Level of Need Assessment, timely completion of Case Management notes and maintenance of files. The Case Manager must ensure compliance with CMS regulations of targeted Case Management, maintaining documentation according to DDS and federal regulations. The Case Manager may have involvement with the probate court, legal system, as well as benefit and medical information. The Case Manager may be required to assist with guardianship assessments and in the guardianship process, application for entitlements, and enrollment in the waiver. This position may be required to review budgets and/or develop individual budgets, and work with private providers in obtaining needed services. The Case Manager is also responsible for communication between DDS, provider agencies, and guardians/parents of individuals.

Knowledge, Skills and Abilities: 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.

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.

Preferred Experience: Preference will be given to applicants who possess or who are able to obtain QMRP designation.

Special Requirements:

1. Incumbent must possess and retain a valid Driver's license.
2. Incumbent will be required to travel.
3. Incumbent must be willing to adjust schedule to meet the needs of consumers and in emergency situations, which could include holidays, weekends or off-hours.

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

Application Procedure for All 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.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter**

Email: Barbara.Paradis@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

Application materials can be emailed, faxed, or mailed

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.