

## Developmental Services Case Manager

STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION  
P.O. Box 872  
Southbury, CT 06488

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

State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

**OPEN TO:** Public

**POSITION:** Developmental Services Case Manager

**POSITION #:** 099330

**LOCATION:** Torrington – Public Division

**SALARY:** \$2,133.95/bi-weekly

**SCHEDULE:** Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. Must be flexible in hours to meet client and agency needs.

**HOURS PER PAY PERIOD:** Full Time – 70 hours/bi-weekly

**POSTING DATE:** November 4, 2011

**CLOSING DATE:** November 15, 2011

**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:** Duties consistent with the DS Case Manager job classification. This position is responsible for providing TCM (Targeted Case Management) services to waived cases: Private CLAs in Torrington, public IHS cases, 24-hr CRS (Continuous Residential Services) and direct hire. Responsibilities will include reviewing individual client service plans for conformity to Federal CMS regulations; conduct and participate in the resolution of QSRs( Quality Service Reviews), assist with response to both internal and external agency quality surveys and participate in Abuse and neglect, mortality, PRAT (Planning and Resource Allocation Team), UR (Utilization Review, (PRC) Programmatic Review Committee, portability and service option exploration, development of IP6/Individual budgets and other job related duties; 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; performs related duties as required.

## EXPERIENCE AND 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 Experience:** Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

**Special Requirements:** Candidates must possess good oral and written communication skills needed to communicate effectively with families and professionals. Valid Connecticut driver's license, travel required. QMRP Preferred

**TO APPLY:** Please send a resume and CT-HR-12 including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59pm on the closing date indicated 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 - West Region**  
**55 West Main Street, 4<sup>th</sup> Floor, Waterbury, CT 06702**  
**Attention: Yolette Tappin**  
**Fax: 203-574-8857**  
**E-mail: [yolette.tappin@ct.gov](mailto:yolette.tappin@ct.gov)**

### **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.