



State of Connecticut  
JOB POSTING

STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES  
North Region  
155 Founders Plaza / 255 Pitkin Street  
East Hartford, CT 06108

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

**DATE:** November 4, 2011

**CLOSING DATE:** November 15, 2011

**POSITION:** DS Case Manager

**POSITION #:** 00099360

**LOCATION:** Private Division – East Hartford

**SCHEDULE:** Monday through Friday 9:30a – 5p

**Pass Days:** Saturday and Sunday

*Consideration will be given to requests for flex time schedules in accordance with the P1 flex time agreement.*

**HOURS PER PAY PERIOD:** Full-Time 70 hours

**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

The Case Manager will provide Case Management services in the Private Administration Division to a current minimum of 45 consumers receiving services under the Home and Community Based Services (HCBS) waiver. Responsibilities include linkage with community services; referrals for day and residential supports, assistance with entitlements, placements as well as budget development. Required work at a minimum and under the HCBS waiver includes initial Waiver Enrollment; Maintenance of waiver status for all consumers on the caseload; Completion of a Level of Need tool annually and as changes occur; Annual Individual Plan; Quality Monitoring via Quality Service Reviews; Integration of Vocational/Day services and Compliance with CMS regulations of Targeted Case Management. The Case Manager will also be involved with Probate Courts, Legal system; Crisis intervention; Emergency placements and Immediate response to directives from Office of Protection and Advocacy/DSS/DCF. Consumers live in diverse geographic locations in towns throughout the Greater Hartford Area. Residences include CLA's, IHS's, CRS's, LTC's, OR's (including DCF Foster Homes). Ability to flex schedule into the evening in response to consumer needs and emergency situations. A valid Connecticut Driver's License is required. Performs related duties as required.

### 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 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.

**Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for

a Bachelor's degree. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience. A Master's degree in Social Work may be substituted for the General and Special experience. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience. 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. 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.

**Special Requirement:** 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.

**TO APPLY:** Please complete a DDS Transfer/Promotion application (applicable to DDS employees) or a State of CT Application for Examination or Employment CT-HR-12 located at [www.das.state.ct.us/exam/](http://www.das.state.ct.us/exam/) (applicable to non-DDS employees), including the Position # and copies of your last two performance appraisals or two letters of reference. All application materials must be received by close of business 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—North Region**  
**155 Founders Plaza / 255 Pitkin Street**  
**East Hartford, CT 06108**  
**Attn: Ms. Carol Pfeifer, Human Resources**  
**Phone: (860) 263-2618**  
**Fax: (860) 622-4967**

**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.