

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
South Region
104 South Turnpike Road
Wallingford, CT 06492**

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

DATE: November 4, 2011

CLOSING DATE: November 15, 2011

OPEN TO: Developmental Services Employees Only
POSITION: Developmental Services Supervisor of Case Management
POSITION #: 099427
LOCATION: Individual and Family Support, Meriden, CT
SCHEDULE: Full Time, Monday-Friday 9:00 am-4:30 pm

HOURS PER PAY PERIOD: 80

ELIGIBILITY REQUIREMENTS:. 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. 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

This position is for a Developmental Services Supervisor of Case Management working within the Individual and Family Support Division. This position supervises approximately 12 case managers and one secretary. In the absence of case managers, must provide case management support to maintain DDS Waivers and Targeted Case management for individuals served. The Case Management Supervisor oversees that the requirements are met for the Waiver and Targeted Case Management through the case managers, timely completion of Individuals Plans, Level of Need and Quality Service Reviews of individuals.

The DS Supervisor of Case Management will supervise approximately 12 case managers who provide services to approximately 600 people who live with their families or independently in the South Region. The caseloads are comprised of individuals on the Community Care Waiver, Comprehensive Waiver and those on Medicaid only.

EXPERIENCE & TRAINING

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

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

Special Requirements: Incumbents in this class may be required to travel.

Substitution Allowed:

1. A Master's degree in counseling or psychology may be substituted for one (1) year of the General Experience.
2. A Master's degree in social work may be substituted for two (2) years of the General Experience.
3. Seven (7) years of experience in the above types of employment may be substituted for the entire General Experience

TO APPLY: Please submit a CT-HR-12 employment application which can be located at <http://das.ct.gov/employment>. 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.

SEND APPLICATIONS TO:

Department of Developmental Services—South Region
104 South Turnpike Road
Wallingford, CT 06492
Attn: Recruiter
Phone: (203) 294-5123
Fax: (203) 294-5160

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.