State of Connecticut
JOB POSTING

DEVELOPMENTAL SERVICES RESIDENTIAL PROGRAM SUPERVISOR 1

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION
Rowland Government Center

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

OPEN TO: **Agency Employees**

POSITION: **Developmental Services Residential Program Supervisor 1**

POSITION #: **0099874**

LOCATION: **Ella Grasso Center - Stratford**

SALARY RANGE: **$2,248.89/bi-weekly**

SCHEDULE: 1st Shift – Friday, Monday, Tuesday, Thursday 8:30am - 4:00pm, Wednesday 12:00pm–7:30pm; RDO's Saturday, Monday. **Must be flexible to meet agency needs.**

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

POSTING DATE: **November 11, 2011** **CLOSING DATE:** **November 21, 2011**

ELIGIBILITY REQUIREMENTS: This is a competitive position. Candidates must have applied for and passed the Developmental Services Residential Program Supervisor 1 exam and be on the current certification list promulgated by the Department of Administrative Services. 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 Layoff or SEBAC lists must be given first consideration.

EXAMPLE OF DUTIES: Duties consistent with the Developmental Services Residential Program Supervisor 1 job classification. Assists in development and implementation of policies, programs, scheduling and operating procedures; directs, coordinates, evaluates and monitors performance of residential program unit including monitoring staff implementation of individual client teaching strategies; confers with staff on routine operational, disciplinary and special problems; evaluates performance of clients and employees in cooperation with assigned staff; conducts in-service training on developmental disability practices and procedures and care of clients; arranges client search parties and coordinates emergency responses; reviews reports of subordinates and prepares periodic operational reports; makes rounds to insure units are clean and safe; may attend interdisciplinary team and administrative meetings; may work with parent and community groups; may counsel clients or employees on problems; may interview candidates for position openings; may be assigned responsibility for orderly operation of facility on a shift; may notify other departments of deficiencies and assist in implementing plans of correction within units; maintains staff training records. Performs related duties as required.

EXPERIENCE AND TRAINING

General Experience: Four (4) years' experience in the care and supervision of persons with developmental disabilities.

Special Experience: One (1) year of the General experience must have been in a supervisory capacity at the level of a Supervising Developmental Services Worker 1 or 2.

Special Requirement: Must be Knowledgeable in ICF/MR rules and regulations. Knowledgeable in Outlook, Word and Excel.

Substitutions Allowed: College training, preferably in an educational, nursing or social science field, may be substituted for the General Experience on the basis of two (2) years of college education equaling one (1) year of experience to a maximum of two (2) years.

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
Rowland Government Center
55 West Main Street, 4th floor
Waterbury, CT 06702
Attention: Yolette Tappin
Fax: 203-574-8857
E-mail: 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.