

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 14, 2011

**CLOSING DATE:** November 22, 2011

**POSITION:** DEVELOPMENTAL SERVICES RESIDENTIAL PROGRAM SUPERVISOR 1  
**POSITION #:** 099930  
**LOCATION:** 104 West Thames Street, Norwich, CT  
**SCHEDULE:** First Shift, Full Time, Monday-Friday 8:30 am-4:00 pm

**HOURS PER PAY PERIOD:** 70

**ELIGIBILITY REQUIREMENTS:** Open to State Employees. **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. 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.**

**EXAMPLES OF DUTIES**

This position will assist in the overall supervision and the development and implementation of policies and operation procedures of the regional Community Companion Home (CCH) program. This position will evaluate and monitor the DDS CCH licensee's performance in carrying out their regulatory responsibilities and provide oversight for the overall operation of the homes and the licensing renewal process. This position reports to the Regional CCH Coordinator/Regional CCH Program Manager. Duties involve evaluating and monitoring overall performance of the DDS CCH residential program. Oversee quality of licensee programmatic implementation; visit CCH's to monitor the overall conditions and compliance with sanitation and home fire safety standards. Prepare periodic operational reports, resolve provisional licensing issues directly with DDS licensees. Provide and/or coordinate necessary training for CCH licensees on services for adults with intellectual disabilities. Review monthly quality review visit reports, identify and address trends. Participate in the Planning and Support Team process as necessary in order to carry out assigned responsibilities. Participate in the planning and referral process, respond to crisis and coordinate emergency plans. Review and track Incident reports and provide necessary follow up, interview possible CCH applicants. Assist in the development and implementation of plans of corrections in CCH's. Communicate directly with the Quality Assurance licensing division regarding statement of deficiencies and or plans of corrections. May communicate with families and guardians regarding licensee issues, and educate them on the CCH program regarding the dynamics of the CCH family. Position will be traveling throughout the region and required at times to report to the Wallingford office.

**EXPERIENCE & TRAINING**

**General Experience:**

Four (4) years of 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 Requirements:**

1. Incumbents in this class may be required to be bilingual or fluent in American Sign Language.
2. Incumbents in this class may be required to travel.

**Substitution 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 submit a CT-HR-12 employment application which can be located at [www.das.state.ct.us](http://www.das.state.ct.us). 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.