

EMPLOYMENT OPPORTUNITY
DEPARTMENT OF DEVELOPMENTAL SERVICES
Central Office
460 Capitol Avenue, Hartford, CT 06106

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 #: 100110
LOCATION: Central Office - 460 Capitol Ave., Hartford (Division of Autism Services)
SCHEDULE: Mon-Fri 8:00am-4:30pm
HOURS PER PAY PERIOD: 80 - Full-Time

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. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. 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

Position includes Statewide responsibility and oversight of DDS Autism participants and implementation of Autism Waiver. Oversees and reviews the work of staff; provides staff training and assistance; determines priorities ; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies DCF/DMHAS and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in Autism Spectrum and updates Case Managers accordingly; explains departmental programs, policies and procedures to workers, Individuals and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes inter-disciplinary team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving individuals; will assist in administration of region or training school participation in federal reimbursement programs; may represent facility in any legal proceedings involving clients; performs related duties as required. Implementation of Autism policies and procedures, develop systems to track and promote Autism. Review Critical Incidents related to Autism. Position will directly Supervise 4 DS Case managers directly. Caseload will range from 1-30 to 1-35. Autism Waiver services generate 50% reimbursement from Medicaid. Projections for the autism waiver For FY 2012, projected autism waiver billing to be \$1,689,032 (that's the gross billing, FFP is 50% FY 2013 for autism waiver is \$6,250,476.

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 mental retardation.

Substitutions 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.

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

TO APPLY: Please complete a fully completed Application for Examination or Employment (CT-HR-12) located at <http://das.ct.gov/employment> including the Position #. All application materials must be received by 11:59 p.m. 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 — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

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.