

**DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
SUPERVISING DEVELOPMENTAL SERVICES WORKER**

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

Open To: The Public
Location: Seaview Apartments, New London, CT
Job Posting No: 100855
Hours: Full-Time, First and Second Shift, Flex
Monday 6:00am-1:00pm, Tuesday 10:00am-5:00pm, Wednesday 1:00pm-8:00pm,
Thursday 10:00am-5:00pm, Friday 10:00am-5:00pm
Salary: \$1,813.72 bi-weekly (HN 20-1)
Closing Date: March 19, 2012

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

Knowledge, Skills and Abilities: Coordinates and supervises or assists in supervision of a residential living program including assigning work and evaluating staff performance; assists in development of policies, programs and operational procedures; directs implementation of these policies, programs and procedures in accordance with state and federal regulations and needs of clients; arranges for fire drills and safety inspections; supervises staff by directing and advising them on work, reviewing reports and conferring with them on daily operational, disciplinary and special problems; arranges for and coordinates provision of appropriate supportive care services such as housekeeping, dietary, maintenance and laundry; secures and distributes supplies and equipment for teaching strategies and clients personal needs; arranges for client transportation; monitors client fund spending; assists in unit response to surveys and inspections; coordinates, evaluates and may participate in residential care program within unit including care, feeding, clothing and treatment of clients; may provide orientation and in-service training to subordinate staff; may complete and review for accuracy a variety of reports, notes, logs and requisitions, etc.; may design and write residential living programs; may attend interdisciplinary team and administrative meetings; may coordinate community support services for clients; may administer first aid in emergency situations; performs related duties as required.

General Experience: One (1) year's experience working with persons with mental retardation or other developmental disabilities at the level of Developmental Services Worker 2. May need to flex schedule to provide supervision on weekends, evenings and third shift.

Special Requirements: Considerable knowledge of modern methods of working with persons with developmental disabilities; considerable knowledge of goals, policies and organization of a residential living unit; considerable knowledge of rehabilitative and interdisciplinary process; knowledge of support services provided in residential care such as housekeeping, dietary, maintenance and laundry; considerable interpersonal skills; ability to implement policies and operational procedures; supervisory ability.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Please submit a CT-HR-12 employment application which can be located at 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.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
104 SOUTH TURNPIKE ROAD
WALLINGFORD, CT 06492
FAX: 203-294-5160 OFFICE: 203-294-5123**

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.