

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES CASE MANAGER**

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

**Open To:** Candidates on a current examination list.  
**Location:** Family Support, New Haven, CT  
**Job Posting No:** 105885  
**Hours:** First Shift, Full-Time, Monday-Friday – 9:00AM – 4:30PM  
**Salary:** \$2,197.97 Bi-Weekly  
**Closing Date:** September 23, 2013

**Eligibility Requirement:** Candidates must have applied for and passed the Developmental Services Case Manager Exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status 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.**

**Knowledge, Skills and Abilities:** The case manager position is for the Helpline within the Individual and Family Support Division. This individual will be responsible for providing contact to individuals/families (families/individuals call the Helpline) throughout the South Region who do not have a traditional case manager. A majority of the individuals served are children or adolescents living with their families. The responsibilities of the position will include the giving of information to families and individuals about community and DDS resources, making referrals to the DDS support team for clinical and paraprofessional services, directing families to the Regional Respite Centers and helping people apply for government entitlement services. This position will focus on assisting families to obtain Title 19 benefits. It includes the giving of short-term case management to individuals who have more intensive needs in order to move them on to more intensive services.

The case manager is accountable for performing a full range of tasks in providing short-term case management services for persons with mental retardation/developmental disabilities and their families.

**Minimum Qualifications Required** Considerable understanding of nature of clinical assessments; considerable knowledge of services available to persons with mental retardation; knowledge of residential programs for persons with mental retardation; knowledge of interdisciplinary approach to program planning; knowledge of mental retardation, causes and treatment; considerable skill in facilitating positive group process; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; familiarity with automated data systems.

**Knowledge, Skills And Ability**

**General Experience:** Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

**Special Requirements:**

1. Incumbents must have the ability to conduct Level of Need evaluations
2. Preference will be given to incumbents who possess fluency in both spoken and written Spanish.

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

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**

**Department of Developmental Services — South Region  
104 South Turnpike Road, Wallingford, CT 06492  
Attn: Recruiter  
Phone: 203-294-5122 Fax: 860-920-3035**

**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.