



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER (2 positions)

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

Open To: Candidates on current exam list and lateral transfers
Location: 460 Capitol Ave., Hartford (Autism Division)
Job Posting No: 107748 & 107749 (2 positions)
Hours: 35 hours/week – Monday - Friday (9:00am – 4:30pm)
Salary: \$57,367* – \$77,679 (HC-24) *employees new to state service start at beginning of range
Closing Date: March 17, 2014

Eligibility Requirement:

Candidates must have passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the 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.**

Examples of Duties:

Case Manager in the Autism Division should possess basic knowledge of Autism Spectrum Disorders as opposed to Intellectual Disabilities. Case Manager's caseload will consist of children and adults on the Spectrum without Intellectual Disability. Caseload may also include young children with significant delays in self-care skills and with challenging behaviors. In Autism Division, Case Manger maintains periodic contact with individuals and their Social Skills Group facilitators during late afternoon/early evening sessions. Case Manager convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify Individual Plans and Level of Need Assessments; coordinates linkage with community services; coordinates integration of services provided by other state agencies; manages crisis intervention; assists with entitlements, coordinates the portability of funds for new services, creates individual budget development for providers and self-hires; tracks budget utilization; coordinates medical and other services for individuals and ensures appropriate service delivery; follows up on service recommendations; completes paperwork for waiver enrollment and maintains Home and Community Based Waiver documentation. Case Manager manages compliance with CMS regulations of case management; as part of the PPT process, monitors school to work transitions; maintains regular contact with individuals, their families and providers; provides supportive counseling to individuals and their families; gives information to individuals, conservators and families regarding their legal rights, departmental policies/procedures, Autism Division services, and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental policies/procedures; schedules necessary evaluations and monitors completion; schedules and presents cases at monthly Clinical reviews and monitors implementation of specific program recommendations; may have contact with Probate & Superior courts; monitors development and maintenance of client files including required documentation; maintains current data in e-CAMRIS; ensures that legal and financial documents are completed in a timely manner; informs appropriate Central Office supervisory staff when services are not or cannot be provided; performs other related duties as required. Case manager must have the ability to flex schedule in response to needs of individuals on the caseload. Individuals on this caseload reside in family homes or apartments in diverse geographic locations throughout Connecticut.

The incumbent in this position is required to travel throughout the state of CT.

Will perform related duties as required.

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: Incumbents in this class will be required to travel and must have a valid driver's license.

Preferred Skills & Experience:

- Basic knowledge in Autism Spectrum Disorder.
- Eligible for certification as a Qualified Mental Retardation Professional.

- Thorough knowledge of operating systems including Outlook, Word, Excel, e-CAMRIS, etc.
- Good written and verbal communication skills.

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. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Only submit a single application listing both job posting numbers please.

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

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos**

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6121 Right Fax: 860-920-3045

Application materials can be emailed, faxed, or mailed.

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.