



DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT

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

Open To: Lateral Transfers Only
Position: Developmental Services Supervisor of Case Management
Location: Private Division, Wallingford
Job Posting No: 109751
Hours: Full-Time (80 hours biweekly) 8:00 AM - 4:30 PM
Salary: FP 26 \$74,318 - \$100,227 (New employees to state service start at the beginning of the range)
Closing Date: Closing Date: January 26, 2015

Examples of Duties: In the Private Division, this position is accountable for supervising Development Services Case Managers and their respective caseloads to ensure compliance with Agency, State and Federal requirements. Duties include: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in developmental disabilities and updates Case Managers accordingly; explains departmental programs, policies and procedures to workers, clients and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes planning support team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving clients; monitors person centered and waiver driven quality controls and addresses concerns accordingly; assists in administration of client participation in federal reimbursement programs; may represent facility in any legal proceedings involving clients; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of developmental disabilities case management practices; considerable knowledge of social problems resulting from developmental disabilities and methods for dealing with those problems; considerable knowledge of inter-disciplinary approach to program planning; knowledge of public and private resources for persons with developmental disabilities; knowledge of relationships between facilities for persons with developmental disabilities, community agencies, courts and health facilities; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability; ability to utilize computerized software.

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 developmental disabilities.

Preferred Experience: Preference will be given to applicants with demonstrated supervisory experience.

Special Requirements:

1. Incumbent must be eligible for certification as a Qualified Intellectual Disabilities Professional. Applicants should clearly state in their application the academic degrees they possess; the major courses of study; the date of conferment and the name of the conferring Academic Institution
2. Incumbent must possess and retain a valid motor vehicle license. Incumbent will be required to travel.

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

Application Procedure for All 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.

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

Incomplete application materials will not be considered.

Application materials can be mailed, faxed, or emailed to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492

Attn: Recruiter

Email: DDS.SR.Recruiting@ct.gov 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.