

DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
DURATIONAL DEVELOPMENTAL SERVICES RESOURCE COMPLIANCE COORDINATOR

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

Open To: Public
Position: Durational DS Resource Compliance Coordinator
Location: CCH, Wallingford Office
Job Posting No: 110383
Hours: Durational Position - Full-Time (70hours bi-weekly) 8:30 AM-4:00 PM
Salary: EB 20 \$27.24/HR
Closing Date: January 26, 2015

Examples of Duties: Performs activities to ensure private providers, the resource, adhere to the terms and conditions of the contract and state licensing requirements, entered into with the Department as it relates to quality of consumer care; prepares for an announced or unannounced on-site inspection by reviewing any previous licensing citations, neglect and abuse and other critical incidents; utilizes a survey questionnaire for a structured inspection; tours the facility to inspect for fire code compliance, safety precautions and compliance, cleanliness, appropriate individual bedroom set-up, bathrooms, adequate storage areas and inspects the first aid supplies and OSHA kit; reviews the fire drill book for an evacuation plan, Level of Need and Individual Plans, emergency relocation plans and other required safety documents; observes consumers and interviews one resident to assess if the individual has well-being and happiness; reviews the interviewed resident's program plans for individualized programs, social interaction, medical plans and determines if the program is appropriate; provides program recommendations as needed; reviews the individual's medical file for doctor's orders, prescribed medications taken as directed and medical visits are provided; reviews individual personal finance record and ensures cash on hand is accounted; interviews select staff to test their knowledge of policy, procedures and the specifics of the individual's program; provides on-site instruction for pre-licensees and post licensees, improvement initiatives or corrective action; takes appropriate action if an immediate jeopardy is identified; gives feedback to the facility manager during the quality review, documents findings on the survey questionnaire and completes the report and enters it into the quality review database; may assist with the removal and placement of clients due to neglect and abuse, performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of modern methods of care, treatment and education of persons with mental retardation and other developmental disabilities living in various community settings; knowledge of education or instructional techniques; knowledge of agency policy and procedures; interpersonal skills; oral and written communication skills; ability to interpret and apply relevant state and federal laws, statutes and regulations; ability to apply agency policy and procedures; ability to perform inspections and client review; ability to utilize computer software.

General Experience: Four (4) years of experience in the care, monitoring and individual life planning or directly providing support services to persons with developmental disabilities.

Substitutions Allowed:

1. An Associate's degree or sixty (60) credit hours of college education may substitute for (1) year of the General Experience.
2. A Bachelor's Degree may substitute for two (2) years of the General Experience.

Special Requirements:

1. Incumbent must possess and retain a valid Motor Vehicle license.
2. Incumbent will be required to travel.
3. Incumbent must be willing and able to work flexible hours, including off hours, weekends and holidays, to meet the needs of the agency and the individuals served.

Conditions of Employment:

1. Durational Appointment: Position will end on or before 5/5/2015.
2. Incumbent will not be entitled to any state employee benefits.

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 emailed, faxed, or mailed 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.