



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES ADULT SERVICES INSTRUCTOR

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

Open To: The Public

Location: Southbury Training School – Roselle School (Educational Support & Staff Development)

Job Posting No: 15582

Hours: 35 hours/week – Monday - Friday (1st shift)
Flexibility in schedule is required. Will occasionally require working second shift.

Salary: \$44,935* – \$66,734 *employees new to state service start at beginning of range

Closing Date: April 7, 2014

Examples of Duties:

This position has primary responsibility for coordinating training for employees at Southbury Training School and will work for the Educational Support & Staff Development unit. Responsibilities include developing, preparing and conduct in-service training programs, including but not limited to physical/psychological management training (PMT), cardiopulmonary resuscitation (CPR), abuse and neglect prevention training, and other mandatory training programs. Will be responsible for scheduling training sessions and attendees. Will be responsible for tracking employee registration, attendance and course completion using a web based learning management system; conducting new employee orientation which may include the use of web-based College of Direct Support programs; and conducting various presentations using multi-media equipment or computer based presentation software. Will prepare training compliance reports on a monthly basis as required by the settlement / consent decree concerning Southbury Training School. Will perform related duties as required.

General Experience: Four (4) years of experience in providing direct service to persons with developmental disabilities and related conditions.

Substitutions Allowed:

1. College training in special education, vocational rehabilitation, social work, mental health fields or behavioral sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. For State Employees three (3) years as a Developmental Services Worker 2 or its equivalent may be substituted for the General Experience

Special Requirement:

1. Incumbents in this class may be required to maintain CPR, PMT, Medication Administration and First Aid certificates.
2. Incumbents in this class may be required to travel.

Preferred Skills & Experience:

- Prior experience conducting training sessions
- Current trainer certification in CPR and/or PMT
- Experience using MS Office 2010 applications including Outlook, Word, Excel and PowerPoint

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.

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.