



DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES CASE MANAGER**

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

**Open To:** The Public  
**Location:** Willimantic Office (Private Division)  
**Job Posting No:** 19669  
**Hours:** Full-Time (70 hours Bi-Weekly) Monday-Friday 8:30 AM-4:00 PM  
**Salary:** \$60,862\* - \$82,411 (HC-24) \*employees new to state service start at bottom of range  
**Closing Date:** December 19, 2016

**Examples of Duties:** Duties will be consistent with the DS Case Manager job description. Responsibilities include team facilitation and leadership in completing Individual Plans, ensuring completion of Individual Progress reviews, completing Quality Service Reviews, completion of Level of Need Assessment, timely completion of Case Management notes and maintenance of files. The Case Manager must ensure compliance with CMS regulations of targeted Case Management, maintaining documentation according to DDS and federal regulations. The Case Manager may have involvement with the probate court, legal system, and benefit and medical information. The Case Manager will be required to assist with guardianship assessments and in the guardianship process, application for entitlements, and enrollment in the waiver. This position may be required to review budgets and/or develop individual budgets, and work with private providers in obtaining needed services. The Case Manager is also responsible for communication between DDS, provider agencies, and guardians/parents of individuals. Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS REQUIRED**

##### **KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of services available to persons with intellectual disability; knowledge of residential programs for persons with intellectual disability; knowledge of interdisciplinary approach to program planning; knowledge of intellectual disability, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to understand and translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

##### **EXPERIENCE AND TRAINING:**

**General Experience:** The General Experience is defined as one of the following:

1. A Bachelor's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and two (2) years of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation.

OR

2. A Master's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and one (1) year of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation.

**NOTE:** A degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) is a degree in the field of human services, healthcare or education including but not limited to: nursing, psychology, rehabilitation counseling, special education or sociology.

##### **SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.
2. Incumbents in this class must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to travel.
5. Incumbents must be willing and able to work off hours, including nights, weekends and holidays, as needed, to meet Agency needs as well as the needs of the individuals served by the Agency.

##### **Preferred Skills and Experience:**

- Considerable knowledge of services available to persons with intellectual disabilities
- Knowledge of interdisciplinary approach to program planning
- Considerable skills in facilitating positive group process
- Interpersonal skills

- Good verbal and written communication skills
- Computer proficiency

**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](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 two (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 may be emailed, faxed, or mailed to:  
Department of Developmental Services — North Region  
Human Resources  
155 Founders Plaza/255 Pitkin Street – 2nd Floor  
East Hartford, CT 06108  
Attn: Recruiter**

**Email: [DDS.NR.Recruiting@ct.gov](mailto:DDS.NR.Recruiting@ct.gov) Fax: (860) 706-1420 Phone: (860) 263-2616**

**Preferred method of delivery is via email**

**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.