

**DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY**

DEVELOPMENTAL SERVICES ASSISTANT REGIONAL DIRECTOR (PROGRAM SERVICES)

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

Open To: The Public

Location: 460 Capitol Ave., Hartford

Job Posting No: 22796

Hours: 40 hours/week - Mon-Fri 8:30am-5:00pm

Salary: \$95,728 – \$122,791 (MP-69)

Closing Date: April 9, 2012

Examples of Duties:

Duties consistent with the Developmental Services Assistant Regional Director (Program Services) job classification. This position will report to the Chief of Fiscal/Administrative Services. Serves as the ARD for our Central Office Contracting Division. The person in this position is a key leader in the contracting of services for people with intellectual disabilities. As the DDS point person for system issues with services from the provider community, this position works to address system issues. Supports regional activities to provide high quality cost efficient services. Supervises and is the lead on issues relating to human service procurement and HCBS waiver services implementation issues. Plans and directs administrative systems and activities necessary to support clients in the areas of residential services, day services, and associated support services. Represents DDS with other state agencies and on Commissions and task groups relating to Human Services. Supervises, directs and coordinates the activities of program services provided to clients in one of the following areas: Day Services, Residential Services or Resource Services; supervises the planning, development and implementation of a service system for individuals with intellectual disabilities in such services as Residential Services, Social Services, Community Services, Psychology and Nursing; assists in the development of regular community programs that service individuals with intellectual disabilities i.e. transportation, recreation, medical and therapeutic services, employment, and housing; oversees or manages a staff engaged in the daily operation of resource services i.e. case management, clinical services, staff training, day services (children and adult programs) or residential services i.e. campus units, group homes, community training homes, apartment living and respite service; act as liaison with parents, citizens advocacy and advisory groups, private providers and interested citizens and participates in planning and program monitoring; identifies necessary programs and develops workplans to ensure service availability; participates in monitoring public and private programs, evaluation of reports as needed; assures that clients are protected from abuse, neglect and other prohibited practices; participates in the development and implementation of contracts with private providers for the purchase of needed services and monitors the delivery of contracted services; conducts staff performance evaluations and reviews staff progress in enhancing performance; identifies areas of staff training and provides on-going training; develops budget requests and allocation plans; monitors expenditure reports for units administered; assures adherence to Department of Developmental Services policies, procedures and regulations and to applicable federal, state and local statutes and regulations; Perform other related duties as required.

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General Experience: Applicants must have experience in managing supports and services for persons with developmental disabilities; knowledge of principles and practices of self-determination; strong management/supervisory experience in unionized environments, strong budget/cost control experience, and thorough knowledge of / experience with federal and state regulatory requirements.

Special Requirements: Available to work evening and/or weekend hours. On an occasional basis travel is required.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam including the job Posting Number. Also provide two letters of professional reference. Current State employees must also provide a copy of his/her last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send Applications To:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

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.