

**DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES ADULT SERVICES SPECIALIST
PRIVATE ADMINISTRATION- EAST HARTFORD**

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

Open To: The Public
Location: Private Administration- East Hartford
Job Posting No: 00019007
Hours: Monday through Friday 8:30a-4p RDO's: Saturday and Sunday
Salary: \$50,570.00- \$66,227.00
Closing Date: February 20, 2012

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Knowledge of current practices and trends in services and supports for persons with developmental disabilities and related conditions; knowledge of state agencies and community organizations and programs as they relate to services for persons with developmental disabilities and related conditions; knowledge of program funding; knowledge of processes and materials used in specific vocations and trades; knowledge of community job market; knowledge of relevant equipment and emergency procedures; considerable oral and written communication skills; considerable skill in behavior management of clients; interpersonal skills; considerable ability to utilize teaching and/or training techniques for individual needs; considerable ability to conduct community resources analysis and to develop resources; ability to gather data independently and prepare reports; ability to develop positive relationships with clients; ability to work cooperatively with clients and other staff.

General Experience: Six (6) years of experience in providing direct service to persons with developmental disabilities and related conditions.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. Two (2) years of experience as a Developmental Services Adult Services Instructor or its equivalent may be substituted for the General Experience.

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 copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

**Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967**

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

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.