

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT
PRIVATE SERVICES DIVISION- EAST HARTFORD

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

Open To: Candidates on a current exam list
Location: Private Services Division-East Hartford
Job Posting No: 018911
Hours: Monday through Friday 8:00a – 4:30p; RDO's Saturday and Sunday
Salary: \$61,294.00- \$82,663.00
Closing Date: February 20, 2012

Eligibility Requirement: **Candidates must have applied for and passed the DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of mental retardation case management practices; considerable knowledge of and ability to perform clinical assessments; considerable knowledge of social problems resulting from mental retardation and methods for dealing with those problems; considerable knowledge of inter-disciplinary approach to program planning; knowledge of public and private resources for persons with mental retardation; knowledge of relationships between facilities for persons with mental retardation, community agencies, courts and health facilities; familiarity with automated data systems; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

General Experience: A Bachelor's Degree and three (3) years' experience providing case management or casework services to an assigned caseload of individuals.

Special Experience: One (1) year of the General Experience must have been providing case management or casework services to persons with developmental disabilities.

Substitution Allowed: A Master's Degree in counseling or psychology may be substituted for one (1) year of the General Experience. A Master's Degree in social work may be substituted for two (2) years of the General Experience. Seven (7) years' experience in the above types of employment may be substituted for the entire 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.