

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

DATE: December 10, 2010

CLOSING DATE: December 13, 2010

POSITION: DS Case Manager
POSITION #: 00019076
LOCATION: East Hartford
SCHEDULE: Monday through Friday 9a – 4:30p
Pass Days: Saturday and Sunday
Consideration will be given to requests for flex time schedules in accordance with the P1 flex time agreement.

HOURS PER PAY PERIOD: Full-Time 70 hours

ELIGIBILITY REQUIREMENTS: **Candidates must have applied for and passed the Developmental Services Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.**

EXAMPLES OF DUTIES

Duties consistent with the DS Case Manager specification. Position is identified as a Self Determination division Support Broker/Case Manager position with a current caseload of 30 to 35 Waivered individuals who self direct. Caseload will geographically cover Hartford County, specifically the Greater Hartford Area. Case Manager/Support Broker responsibilities will include: ensuring compliance with DDS Policies and Procedures; maintaining Medicaid Waiver compliance; educating individuals and families regarding the concepts of Self Determination; educating employers regarding Self Direction and related responsibilities; carrying out the Person Centered Individual Planning process; developing circles of support; carrying out mandatory Quality Service Review and LON system requirements; and Individual Service Agreement Budget program creation, implementation and maintenance. The preferred candidate will be bilingual (English/Spanish), demonstrate proficiency in verbal and fluent in written Spanish and preferably bi-cultural. Candidate must possess intermediate to advanced computer skills with programs including MS Word, Access, and Excel; also performs related duties as required.

EXPERIENCE & TRAINING

General Experience: Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

Substitutions 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. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience. A Master's degree in Social Work may be substituted for the General and Special experience. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience. For State employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience. For State employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

Special Requirement: 1. Incumbents in this class may be required to possess fluency in a foreign language for designated positions. 2. Incumbents in this class may be required to travel. 3. When assigned to a caseload of

individuals, the majority of whom reside in Intermediate Care Facilities, must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.

TO APPLY: Please complete a DDS Transfer/Promotion application (applicable to DDS employees) or a State of CT Application for Examination or Employment CT-HR-12 located at <http://das.ct.gov/employment> (applicable to non-DDS employees), including the Position # and copies of your last two performance appraisals or two letters of reference. All application materials must be received by close of business on the closing date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

Department of Developmental Services—North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Ms. Carol Pfeifer, Human Resources
Phone: (860) 263-2618
Fax: (860) 263-2626

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.