



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY

**DEVELOPMENTAL SERVICES CASE MANAGER**  
**Private/Self-Determination Division in East Hartford**

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

**Open To:** Candidates on Current Exam List or Lateral Transfer

**Location:** Private/Self-Determination in East Hartford

**Job Posting No:** 00018908

**Hours:** Monday – Friday: 9:00am - 4:30pm; RDO Saturday and Sunday  
Ability to flex schedule into evening in response to consumer needs and emergency situations.

**Salary:** \$59,089 - \$80,010\* (HC-24) annually  
\*Incumbents new to state service begin at the minimum.

**Closing Date:** January 5, 2015

**ELIGIBILITY REQUIREMENT:**

**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 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.**

**EXAMPLES OF DUTIES:**

Position is identified as a Private Case Manager/Broker position within the Self Determination Division, which currently serves a caseload of 40 to 50 waived individuals. Caseload will geographically cover Hartford County, including the towns of Avon, Bristol, Canton, Hartford, Manchester, New Britain, Newington, Southington, Windsor, and other surrounding towns. Case Manager responsibilities include: Ensuring compliance with DDS Policies and Procedures, facilitating interdisciplinary team meetings, including Individual/Person Centered Plans and Progress Reviews, Quality Service Reviews, Level of Need Assessments, Guardianship Assessments and reviews; Ensuring Medicaid Waiver Enrollment and CMS Compliance; Targeted Case Management and all related documentation. Case Manager is also responsible for the coordination, and monitoring of residential, day, and/or clinical service delivery. The Case Manager acts as liaison between the individual & family, DDS and various private and public agencies. The case manager educates individuals, families, and employers on the concepts of Self Determination and Self Direction, and related responsibilities; Assists with developing circles of support; Creates, implements and maintains Individual Service Agreement Budgets; Ensures compliance with documentation standards, assists with requesting resources as needed, and provides information to individuals/families regarding possible resources, DDS policies and procedures, and legal rights. Performs other related duties as required. Incumbent will be required to travel, and must possess a valid motor vehicle license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to 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.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.
2. When assigned to a caseload of individuals, some of whom are enrolled in the Federal Medicaid Reimbursement Program, 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.

**Application Procedure:** 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 2 letters of reference.

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

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

**Incomplete application materials will not be considered.**

Send application materials to:

Department of Developmental Services – North Region  
155 Founders Plaza/255 Pitkin Street – 2<sup>nd</sup> Floor – East Hartford, CT 06108  
Attn: Recruiter  
Email: [DDS.NR.Recruiting@ct.gov](mailto:DDS.NR.Recruiting@ct.gov) Phone: (860) 263.2623 Fax: (860) 706.1420  
Application materials can be emailed, faxed or mailed

**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