

DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)
EAST HARTFORD OFFICE

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on current exam list

Location: East Hartford Office

Job Posting No: 00015448

Hours: Monday through Friday: 8:00am – 4:30pm; RDO's: Saturday and Sunday

Salary: \$75,653 - \$97,032

Closing Date: August 27, 2012

Examples of Duties: Acts as Director of Self Determination for the North Region of DDS. Incumbent will direct staff and operations of the unit. Responsibilities include oversight Case Managers and Case Management Supervisor; coordinate, plan and manage activities; formulate program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluate staff; manage program budget; maintain contacts with individuals both within and outside of unit who might impact on program activities; oversee accounts and funding related to family support programs; analyze cost data; participate in selection of providers including negotiation and monitoring of contracts; make recommendations for service enhancements; organize and/or manage task forces and community agencies and councils as well as ad hoc work groups; manage and/or coordinate development of reports and recommendations; keep department managers informed of program activities; assist in identification and determination of priorities; may mediate disputes between providers and families; may collaborate with other state agencies and private sector to train and place welfare recipients and others in providing respite services; may develop, coordinate and supervise leisure time activities in partnership with community organizations; may manage activities to identify and/or adapt new concepts, ideas and state of the art programs; may serve as on-call officer for region; performs related duties as required. In addition the DS Program Manager is responsible for providing much on the training that is required by the waivers.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern principles and practices of community based integrated services for persons with developmental disabilities and related conditions; considerable interpersonal skills; considerable oral and written communication skills.

General Experience: Eight (8) years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

Substitution Allowed: College training in education, psychology, rehabilitative therapy, social work or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in education, psychology, rehabilitation therapy, social work or a closely related field may be substituted for one (1) additional year of 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 a cover letter, a resume, and an Application for Employment to:

DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION
155 FOUNDERS PLAZA/255 PITKIN STREET
EAST HARTFORD, 06108
ATTN: CAROL PFEIFER, HUMAN RESOURCES
TEL.: (860) 263-2618 TT/TDD: (860) 263-2510
FAX #: (860) 622-4967

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.