

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES RESIDENTIAL PROGRAM SUPERVISOR 1
WILLIMANTIC

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

Open To: Candidates on current exam list
Location: Willimantic
Job Posting No: 00019809
Hours: Monday through Friday: 9:00am – 4:30pm; RDO's: Saturday & Sunday
Salary: \$58,696 - \$79,242.
Closing Date: August 27, 2012

Eligibility Requirement: Candidates must have applied for and passed the DEVELOPMENTAL SERVICES RESIDENTIAL PROGRAM SUPERVISOR 1 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: Duties consistent with DSRPS 1 job specification. Will be responsible for the overall operation and supervision of four 24- hour residential programs in the Willimantic and Putnam areas. Responsibilities include participating on the support team for each home, developing programs and teaching strategies related to each individual's individual service plan goals, training support staff to implement these programs and strategies, monitoring reviewing plan implementation; monitoring and implementing corrective actions regarding essential health and safety functions including cleanliness and maintenance of the homes, vehicles and adaptive equipment, fire and emergency evacuation plans, drills and individual emergency information; ensuring compliance with CLA Licensing Regulations, including developing and implementing Plans of Corrections to Licensing and Quality Service Review citations; monitoring budgets related to food, supplies, equipment and utilities required for day to day operation of the homes and applying course corrections to stay within these budgets; developing staff schedules, monitoring use of overtime and staff attendance and dependability; providing staff training, monitoring staff performance and implementing progressive discipline as required. Will be required to participate on Abuse/Neglect Investigations Team. Performs related duties as required. Must be current in all mandated training; knowledge of Outlook, Word and Excel beneficial. Flexible schedule to meet program needs. Required to work some 2nd or 3rd shift hours and weekends as needed.

Knowledge, Skill and Ability: Considerable knowledge of mental retardation procedures and terminology; considerable knowledge of modern methods of dealing with persons with mental retardation; considerable knowledge of rehabilitative and interdisciplinary process; considerable interpersonal skills; ability to administer activities of a unit; ability to analyze and resolve day to day problems of persons with mental retardation; supervisory ability.

General Experience: Four (4) years experience in the care and supervision of the developmentally disabled.

Special Experience: One (1) year of the General Experience must have been in a supervisory capacity at the level of a Supervising Developmental Services Worker 1 or 2.

Substitutions Allowed: College training, preferably in an educational, nursing or social science field, may be substituted for the General Experience on the basis of two (2) years of college education equaling one (1) year of experience to a maximum of two (2) years.

Special Requirements: Incumbents in this class may be required to be bilingual or fluent in American Sign Language. Incumbents in this class may be required to travel

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.