



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES ASSISTANT REGIONAL RESIDENTIAL MANAGER
PRIVATE DIVISION – EAST HARTFORD

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

Open To: Public

Location: Private Division – East Hartford

Job Posting No: 00108891

Hours: Monday - Friday 8:30am - 5:00pm; Full-Time (80 hours biweekly)

Salary: \$74,206.00 to \$101,170.00
Incumbents new to state service begin at the minimum.

Closing Date: September 15, 2014

EXAMINATION REQUIREMENT FOR THIS DS ASSISTANT REGIONAL RESIDENTIAL MANAGER IS WAIVED

Examples of Duties: The CCH Assistant Regional Residential Manager assists the Community Companion (formerly "Training") Home Manager by coordinating and supervising the services provided in the DDS CCH homes, supervision of the DDS staff that provide monthly monitoring and support visits and other professional team members as assigned. They both evaluate and monitor the CCH Licensees' performance in carrying out their regulatory responsibilities and provide oversight for the overall provision of services and operation of the DDS homes, including the licensing renewal process and assistance in the development and implementation of plans of corrections in DDS CCH's. This role includes both the recruitment and initial licensing activities necessary for new CCH's and implementation of policies and operation procedures for the regional CCH program and payment authorization coordination with the CCH Office Assistant. The position provides essential supervision and coordinates oversight and professional services to a caseload of 40 or more Community Companion Homes and the 60 or more individuals living in the homes. This includes participation on the planning and support team for individuals and oversight of the monthly monitoring visit schedule and outcome for each home. Other essential responsibilities include participating on the support team as needed for each individual, assuring the development of programs and teaching strategies related to each individual's individual service plan goals, assuring training for licensee's or support staff to implement these programs and strategies, monitoring and reviewing plan implementation; both monitoring and implementing corrective actions regarding essential health and safety functions including cleanliness and maintenance of the home, fire and emergency evacuation plans, drills and individual emergency information; ensuring compliance with federal waiver requirements, implementing Plans of Corrections to Quality Service Review citations; monitoring access to food, supplies, equipment and utilities required for day-to-day operation of the home, monitoring Licensee performance and implementing progressive actions under the regulatory scheme to address deficiencies as required.

Candidates must be able to carry regional 24 hour on-call phone for 2 to 3 one-week periods over a calendar year; have documented experience leading a team in the provision of services to individuals in licensed residential settings; have computer skills – Microsoft Word, Microsoft Excel; experience writing

Plans of Correction for ICF/ID or DDS Licensing; have attended supervisory training; have experience implementing progressive discipline; have attended the DDS Investigator Training; be experienced with review and maintenance of financial records in ID residential service settings, assuring protection of financial interests. Individuals applying for this position must meet the minimum qualifications required for the DS Assistant Regional Residential Manager, must have a valid Driver's License, and have flexibility in schedule to meet operating needs.

Knowledge, Skills and Abilities: Considerable knowledge of theory and methods used in dealing with personality and emotional development problems of persons with mental retardation or other developmental disabilities particularly with concerns about how these are dealt with in a residential setting; considerable knowledge of how to establish, maintain and change residential systems and programs of care for clients including ICF requirements; considerable knowledge of ancillary needs of a residential program; knowledge of and ability to apply management principles and techniques; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of interdisciplinary approach to program planning; knowledge of human rights of persons with mental retardation or other developmental disabilities; knowledge of scope of services provided by major disciplines including psychology, social work and medicine for persons with mental retardation or other developmental disabilities; considerable interpersonal skills; considerable oral and written communication skills.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of experience in a supervisory capacity in a residential program for persons with developmental disabilities in a direct-care or clinical services setting at the level of Developmental Services Residential Program Supervisor 1, Psychology Associate Specialist, Developmental Specialist 2 or Qualified Mental Retardation Professional.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to possess a current license or certificate to practice the specialty in Connecticut. This requirement applies to those specialties requiring a license to practice by statute.
2. 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 Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

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. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 professional letters of reference.

All application materials must be received by 11:59 p.m. 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, 2nd Floor
East Hartford, CT 06108

Attn: Recruiter
Email: DDS.NR.Recruiting@ct.gov Phone: 860-263-2623 Fax: 860-706-1420
Application materials can be emailed, faxed or mailed

Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

An Affirmative Action/Equal Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the application of women, minorities and persons with disabilities