



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES CASE MANAGER**  
IFS Division - Putnam

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

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

**Location:** IFS Division in Putnam

**Job Posting No:** 00019077

**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 12, 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:**

Duties consistent with the DS Case Manager/Support Broker position, located in the Putnam office, with a present caseload of 30 to 35 Waivered individuals who self direct. Caseload will geographically cover the Greater Willimantic Area, Tolland & Windham Counties. Responsibilities will include ensuring compliance with DDS Policies and Procedures; maintaining Medicaid Waiver compliance; documentation, plan development, meeting facilitation, 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. Responsibilities will include ensuring compliance with DDS Policies and Procedures, maintaining Medicaid Waiver compliance, carrying out the Individual Plan process with budgets, and carrying out the quality system process. Crisis intervention, coordinating emergency services and responding to any recommendations from the Office of Protection and Advocacy, as well as, involvement with probate court and legal system as issues arise will be important. Valid driver's license. Performs related duties as required.

**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 for All 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](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