

DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES ADULT SERVICES SPECIALIST  
EAST HARTFORD

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

**Open To:** DDS Employees Only

**Location:** East Hartford

**Job Posting No:** 000105940

**Hours:** Monday – Friday, 8:30am – 4:00pm; RDO Saturday and Sunday

**Salary:** \$52,088 - \$70,261 (EB-22) annually

**Closing Date:** December 30, 2013

**Examples of Duties:** Duties consistent with the DS Adult Services Specialist job classification. This position will function as the Self Determination/Employment Coordinator within the Self Determination Division. Will assist teams to work with BRS staff, day program personnel and other agency staff to prepare adults to live a more self-determined life and to improve employment outcomes. The Self Determination/Employment Coordinator educates teams about self-determination and assists with the development of self-directed services and work experiences for adults served by the department. The Self Determination Coordinator supervises the Self Determination/Employment Instructor and helps coordinate self-advocate coordinator activities and responsibilities. Support Consumer/Families by: participating in development of Individual Plans; assists teams to develop or revise teaching strategies consistent with self-determination/employment goals of Individual Plan. Supports agencies and private provider by: assessing provider Self Determination/Employment services through on-site visits, individual consumer feedback, case manager and family input; assists providers with self-determination/employment improvement plans; coordinates as appropriate interaction and paperwork flow between agency, families, and other state, public and private agencies; and provide training and technical assistance to providers on self-determination and employment. Supports DDS Staff by: gathering self-determination and employment information and shares it with appropriate DDS staff; works with case managers and contract staff to translate adult's needs into individualized budgets as related to self-determination and employment; makes DDS staff aware of current and future needs of individuals seeking self-direction and employment opportunities; communicates and advocates on behalf of individuals with developmental disabilities with members of the business community. Supports Inter-Agency collaboration by: participating in interagency meetings, projects and/or programs with various state agencies and local government, community and private provider agencies; serves as a resource to private providers on proper maintenance of self-determination/employment paperwork and other related records; assists agency or provider staff with proper preparation of paperwork; assists with self-determination/employment data collection activities.

**Preferred Skills:** At least one year working with self-advocacy groups. Experience in providing support to self-advocates while working in their preferred job. Knowledge of state and federal employment and educational law. Has knowledge about and can facilitate a person-centered planning session. Will be required to travel to multiple sites. Must have good presentation skills. Good written and communication skills; Must have familiarity with computer applications; Will be required to use multi-media equipment, including computer-based presentation software such as Power Point.

**Knowledge, Skills and Abilities:** Knowledge of current practices and trends in services and supports for persons with developmental disabilities and related conditions; knowledge of state agencies and community organizations and programs as they relate to services for persons with developmental disabilities and related conditions; knowledge of program funding; knowledge of processes and materials used in specific vocations and trades; knowledge of community job market; knowledge of relevant equipment and emergency procedures; considerable oral and written communication skills; considerable skill in behavior management of clients; interpersonal skills; considerable ability to utilize teaching and/or training techniques for individual needs; considerable ability to conduct community resources analysis and to develop resources; ability to gather data independently and prepare reports; ability to develop positive relationships with clients; ability to work cooperatively with clients and other staff.

**General Experience:** Six (6) years of experience in providing direct service to persons with developmental disabilities and related conditions.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. Two (2) years of experience as a Developmental Services Adult Services Instructor or its equivalent may be substituted for the General Experience.

**Special Requirement:**

1. Incumbents in this class may be required to maintain CPR, PMT, Medication Administration and First Aid Certificates.
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.

Please visit the DDS Intranet site @ [www.ct.gov/ddssi](http://www.ct.gov/ddssi) to view additional postings.

**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](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.

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

Send application materials to:  
Department of Developmental Services — North Region  
155 Founders Plaza, 255 Pitkin Street  
East Hartford, CT 06108  
Attn: Kristina Worley  
Email: [kristina.worley@ct.gov](mailto:kristina.worley@ct.gov) Phone: 860-263-2560 Fax: 860-622-4965

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

An Affirmative Action/Equal Opportunity Employer