

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES CASE MANAGER  
SELF-DETERMINATION - NEWINGTON

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

**Open To:** Public

**Location:** SELF-DETERMINATION - NEWINGTON

**Job Posting No:** 00018768

**Hours:** Monday through Friday 9:00am – 4:30pm; RDO's Saturday and Sunday. *Consideration will be given to requests for flex time schedules in accordance with the P1 flex time agreement.*

**Salary:** \$55,696.00- \$75,416.00

**Closing Date:** August 12, 2013

**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/Broker specification. Position is identified as a Self Determination Division Support Broker/Case Manager position with a caseload of 30 – 35 Waivered individuals who self-direct. Caseload will geographically cover Hartford County, including the towns of Berlin, Bristol, East Granby, Enfield, New Britain, Plainville, Rocky Hill, Southington, Wethersfield, Burlington and other surrounding towns. Case Manager/Support Broker 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. Candidate must possess intermediate to advanced computer skills with programs including MS Word, Access and Excel. Performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable understanding of nature of clinical assessments; 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; 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; familiarity with automated data systems.

**General Experience:** Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

**Substitution Allowed:** 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. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience. A Master's degree in Social Work may be substituted for the General and Special experience. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience. For State employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience. For State employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

**Special Requirement:** Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Incumbents in this class may be required to travel. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities must be eligible for certification as a Qualified Developmental Disabilities Professional as required by Federal regulations.

**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 complete the State of Connecticut Application for Examination or Employment (CT-HR-12). Individuals presently employed with DDS – need to complete the DDS Transfer/Promotion application, including the Position # and copies of your last two performance appraisals and submit 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.**

**Due to the expected large number of applications, the preferred method of applying is via fax at 860-622-4967. A separate application must be faxed when applying for multiple positions referencing the Posting #.** All application materials must be received by 11:59 p.m. on the closing date indicated above. 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 applications of women, minorities, and persons with disabilities.