

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES CASE MANAGER  
PRIVATE – EAST HARTFORD

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

**Open To:** Candidates on current exam list or lateral transfer

**Location:** PRIVATE – EAST HARTFORD

**Job Posting No:** 00105160

**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 19, 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:** The Case Manager will provide case management to approximately 45 consumers receiving services or to be enrolled into the Home and Community Based Waiver (HCBS). Consumers live in diverse geographic locations in towns throughout the Greater Hartford area. Residences include CLA's, CRS's, LTC, IHS, and/or DCF-operated facilities, including Residential schools and out of state placements. Responsibilities include linkage with community services, referrals for residential and day supports, guardianship assessments, assistance with entitlements, placements and budget development. Also responsible for waiver enrollment, maintaining waiver status, completion of a level of need tool annually or as changes occur, the individual planning process, quality monitoring via quality service reviews, integration of vocational and day services, school to work transition and compliance with CMS regulations of case management. The Case Manager will also be involved with probate & criminal courts, crisis intervention, emergency placement needs, and immediate response to directives from the Department of Protection and Advocacy/DSS or DCF. Ability to flex schedule in response to consumer needs. Must have valid CT driver's license; will be required to travel. When assigned to a caseload of individuals the majority who reside in Intermediate Care Facilities, must be eligible for certification as a QMRP, as required by Federal Regulations.

**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: Kristina Worley, Human Resources  
Fax: (860) 622-4965**

**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 860-622-4965. 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.