

DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES RESIDENTIAL PROGRAM SUPERVISOR 1  
EAST HARTFORD

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

Open To: Public  
Location: East Hartford  
Job Posting No: 00019790  
Hours: Monday and Tuesday 9a-4:30p; Wednesday 12p-7:30p; Thursday and Friday 8a-3:30p  
RDO Saturday and Sunday  
Salary: \$60,457.00 - \$81,620.00 (HN-25) annually  
Closing Date: December 30, 2013

**Examples of Duties:** Duties consistent with Program Supervisor job specification. Incumbent will be responsible for the day-to-day operation of the 4 licensed CLA's . Duties and responsibilities include: Writing and implementation of goals associated with IP; staff training and performance evaluation; implementation of policies and procedures in accordance with state regulations; participation in DDS licensing and implementation of Plan of Correction; monitoring of consumer funds; coordination and supervision of the overall operation of the programs; ensure consumer safety and implementation of DDS Mission.

**Knowledge, Skills and Abilities:** Considerable knowledge of mental retardation procedures and terminology; considerable knowledge of modern methods of dealing with persons with mental retardation; considerable knowledge of rehabilitative and interdisciplinary process; considerable interpersonal skills; ability to administer activities of a unit; ability to analyze and resolve day to day problems of persons with mental retardation; supervisory ability.

**General Experience:**

Four (4) years of experience in the care and supervision of persons with mental retardation.

**Special Experience:**

One (1) year of the General Experience must have been in a supervisory capacity at the level of a Supervising Developmental Services Worker 1 or 2.

**Substitution Allowed:**

College training, preferably in an educational, nursing or social science field, may be substituted for the General Experience on the basis of two (2) years of college education equaling one (1) year of experience to a maximum of two (2) years.

**Special Requirement:**

1. Incumbents in this class may be required to be bilingual or fluent in American Sign Language
2. Incumbents in this class may be required to travel.

**PHYSICAL REQUIREMENT:**

Incumbents in this class will be required to possess physical and emotional health for efficient performance of duties; a physical examination may be required.

**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