

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT
SELF DETERMINATION – EAST HARTFORD

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

Open To: Candidates on current exam list

Location: SELF DETERMINATION – EAST HARTFORD

Job Posting No: 00082176

Hours: Monday through Friday 8:30am – 5:00pm; RDO's Saturday and Sunday. *Consideration will be given to requests for flex time schedules in accordance with the P1 flex time agreement.*

Salary: \$61,294 - \$82,663

Closing Date: January 7, 2013

Eligibility Requirement: Candidates must have applied for and passed the DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT 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.

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of developmental disability case management practices; considerable knowledge of and ability to perform clinical assessments; considerable knowledge of social problems resulting from developmental disabilities and methods for dealing with those problems; considerable knowledge of inter-disciplinary approach to program planning; knowledge of public and private resources for persons with developmental disabilities; knowledge of relationships between facilities for persons with developmental disabilities, community agencies, courts and health facilities; familiarity with automated data systems; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

General Experience: A Bachelor's degree and three (3) years of experience providing case management or casework services to an assigned caseload of individuals.

Examples of Duties: Duties are consistent with the Developmental Services Case Management Supervisor job specification, including the following proficiencies in the domains of Self Determination: Schedules, assigns, oversees and reviews the work of Case Management staff (primarily Brokers); has experience and provides guidance and proficiency in Self Determination Principles, Individualized Supports, Person-Centered Supports and has assisted consumers in hiring and managing their own supports; provides support and coordination with fiscal intermediaries as appropriate; The Supervisor of Case Management is accountable for supervising Case Managers, Brokers, and/or Social Workers, covering the East Hartford, Willimantic, Newington, and Putnam area(s). The CM Supervisor schedules, assigns, oversees and reviews the work of staff, provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development on policies and standards; acts as liaison with other operating units; agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in intellectual disabilities and updates Case Managers accordingly; explains departmental programs; policies and procedures to workers, clients and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes inter-disciplinary team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving clients; provides oversight and assists with developing and processing budgets in order to collect reimbursements from Medicaid; assists in administration, monitors and audits the region's participation in federal reimbursement programs, such as Medicaid Targeted Case Management (TCM), the Medicaid Home and Community Based Waiver Program, and the Individual and Family Support Waiver Program; may represent facility in any legal proceeding involving clients; performs related duties as required. Must possess considerable knowledge of the following: relevant agency policies and procedures; relevant state and federal laws, statutes and regulations; intellectual disabilities case management policies; knowledge of and ability to perform clinical assessments; social problems resulting from intellectual disabilities and methods for dealing with those problems; inter-disciplinary approach to program planning; public and private resources for persons with intellectual disabilities; relationships between facilities for persons with intellectual disabilities; community agencies, courts and health facilities. Familiarity with automated data systems; consideration interpersonal skills; considerable oral and written skills; supervisory ability. Candidate must possess intermediate to advanced computer skills with programs including MS Word, Access and Excel. (specifically IP-6 Budget Systems) Performs related duties as required.

Special Experience: One (1) year of the General Experience must have been providing case management or casework services to persons with developmental disabilities.

Substitution Allowed:

1. A Master's degree in counseling or psychology may be substituted for one (1) year of the General Experience.
2. A Master's degree in social work may be substituted for two (2) years of the General Experience.
3. Seven (7) years of experience in the above types of employment may be substituted for the entire General Experience.

Special Requirement: 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number 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.

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.