

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES TRANSITION ADVISOR  
IFS – EAST HARTFORD

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

**Open To:** Public

**Location:** IFS – EAST HARTFORD

**Job Posting No:** 00022785

**Hours:** Monday through Friday 8:00am – 3:30pm; RDO's Saturday and Sunday. *Ability to flex schedule into the evening in response to consumer needs and emergency situations.*

**Salary:** \$52,088 - \$70,261

**Closing Date:** September 9, 2013

**Examples of Duties:** Guides students and their families or guardians in the formulation of a transition plan; provides information about the Department to the student, family and education professionals in the school system and state and private agencies; assists students and their families to identify, navigate, obtain and coordinate needed health, community and education services during the high school years; consults and assists in the completion of the Level of Need (LON) assessment for students in conjunction with schools and families to determine eligibility for Department programs and state and federal resources as needed; attends and participates in the school district interdisciplinary Planning and Placement Team (PPT) meetings for student transition planning purposes; provides consultation to the PPT with regard to student profile information and recommends needed testing (not limited to behavioral, adaptive, physical/occupational therapy, sensory, vocational), accommodations or educational modifications to further plan and develop for a successful transition; evaluates education and services provided by the school in support of the transition plan; gathers, interprets and analyzes data regarding transition-age students to determine trends impacting agency eligibility and program services; develops transition educational materials and provides related in-service training; prepares case notes, prepares reports summarizing consultation services provided and maintains relevant documentation; assists the department Case Manager in the development of individualized budgets; performs related duties as required. Must have considerable knowledge of relevant agency policies and procedures; considerable knowledge of developmental disabilities, person-centered planning and Individual Education Plans; considerable knowledge of developmental and educational milestones; considerable knowledge of and ability to apply the principles of self-determination and the Department's Employment Initiative; knowledge of relevant state and federal laws, statutes and regulations; knowledge of educational school systems, educational assessments and teaching practices; knowledge of businesses and community resources; knowledge of cultural competencies as they may relate to students; considerable interpersonal skills; considerable oral and written communications skills; ability to counsel individuals and to design and implement family interventions; ability to utilize computer software.

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of developmental disabilities, person centered planning and Individual Education Plans; considerable knowledge of developmental and educational milestones; considerable knowledge of and ability to apply the principles of self-determination and the Department's Employment Initiative; knowledge of relevant state and federal laws, statutes and regulations; knowledge of educational school systems, educational assessments and teaching practices; knowledge of businesses and community resources; knowledge of cultural competencies as they may relate to students; considerable interpersonal skills; considerable oral and written communications skills; ability to counsel individuals and to design and implement family interventions; ability to utilize computer software.

**General Experience:**

A Bachelor's degree in Education, Educational Counseling, Social Work, Special Education, Vocational Rehabilitation or a closely related field from an accredited college or university and two (2) years of professional experience in one of the following:

1. Providing professional consumer services to persons with intellectual disabilities.

OR

2. Delivering special education services in an accredited school system.

<b>Substitutions Allowed</b>	A Master's degree in Education, Educational Counseling, Social Work, Special Education, Vocational Rehabilitation or a closely related field and one (1) year of the professional experience noted above may be substituted for the General Experience.
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**Special Requirement:**

1. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
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.

**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. Due to the expected large number of applications, the preferred method of applying is via fax at 860-622-4967.**

**Send application materials 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**

**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.