

**DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER**

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

Open To: Individuals on Exam List
Location: Private Division/CCH Program, Norwich, CT
Job Posting No: 022772
Hours: First Shift, Full-Time, Monday-Friday, 8:30am-4:30pm
Salary: \$2133.95 bi-weekly
Closing Date: April 30, 2012

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.**

Knowledge, Skills and Abilities: The CCH case manager is responsible for ensuring that an interdisciplinary team assembles to develop Individual Plans, Level of Needs, and Quarterly Reviews for all individuals on the case load. They are responsible to ensure that all necessary documentation is maintained according to DDS policies and Licensing Regulations. This includes maintenance of Home and Community Based Waiver documentation, Individual Plan documentation, Guardianship Assessments, Hearing Decisions, benefit information, medical information, Protective Service Plans, and requests for services from DDS and other state agencies. The case manager is also responsible for communication with CCH providers, agency providers and all support team members to the individual. This position is required to travel throughout the South Region. The schedule is to be flexible according to agency needs. There may be long term care individuals assigned to this case load.

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.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
3. A Master's degree in Social Work may be substituted for the General and Special Experience.
4. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
5. 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.
6. 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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Please submit a CT-HR-12 employment application which can be located at www.das.state.ct.us. Please reference the position number and provide a copy of your two (2) most recent performance appraisals or two letters of reference. All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
104 SOUTH TURNPIKE ROAD
WALLINGFORD, CT 06492
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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.