

DEPARTMENT OF DEVELOPMENTAL SERVICES
North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108

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

POSTING DATE: March 28, 2011

CLOSING DATE: April 4, 2011

POSITION: DS Case Manager
POSITION #: 00019027
LOCATION: IFS - East Hartford
SCHEDULE: Monday through Friday 9a – 4:30p
Pass Days: Saturday and Sunday
Consideration will be given to requests for flex time schedules in accordance with the P1 flex time agreement.

HOURS PER PAY PERIOD: Full-Time 70 hours

ELIGIBILITY REQUIREMENTS: **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. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.**

EXAMPLES OF DUTIES

Provision of case management services in the Individual and Family Support division. The individuals on this caseload reside in the greater Hartford county area. The majority of these individuals are enrolled or are eligible to be enrolled onto the HCBS Waiver. Responsibilities include linkages with community services; referrals for day and residential supports, grant and respite requests; assistance with entitlements, school to work transitions and any placements that need to be made. Developing, adjusting, amending individual budgets for individuals on this caseload will be part of the overall duties as well. Timely completion of annual plans, conducting quality service reviews and archiving them into the department's QSR database, as well as maintenance of individual records will be ongoing responsibilities. Entering case notes into the department's case note system to assure compliance with Targeted Case Management regulations will be part of the ongoing duties for the caseload. Crisis intervention, coordinating emergency services and responding to any recommendations from the Office of Protection and Advocacy, as well as involvement with probate court and legal system as issues arise will be important. Performs related duties as required. Ability to flex schedule into the evening in response to consumers' needs and emergency situations. Valid driver's license.

EXPERIENCE & TRAINING

Special Requirement: 1. Incumbents in this class may be required to possess fluency in a foreign language for designated positions. 2. Incumbents in this class may be required to travel. 3. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.

TO APPLY: Please complete a DDS Transfer/Promotion application (applicable to DDS employees) or a State of CT Application for Examination or Employment CT-HR-12 located at <http://das.ct.gov/employment> (applicable to non-DDS employees), including the Position # and copies of your last two performance appraisals or two letters of reference. All application materials must be received by close of business on the closing date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

Department of Developmental Services—North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Ms. Carol Pfeifer, Human Resources
Phone: (860) 263-2618
Fax: (860) 263-2626

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.