

**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 #:** 00097157

**LOCATION:** Private Division - East Hartford

**SCHEDULE:** Monday through Friday 9:30a – 5p

**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 Private Admin. Division to a minimum of 45 consumers, the majority receiving services under the Home and Community Based Services (HCBS) waiver who each require a prescribed standard of case services, coordination of service delivery, documentation and follow up which demonstrates meeting the overall Health and Safety needs of each consumer. Required work at a minimum and under the HCBS waiver includes initial waiver enrollment and maintenance of waiver status; completion of a Level of Need tool annually and as changes occur; Annual Individual Plan (facilitate/develop/review and/or modify as appropriate), Coordinate integration of Vocational/Day services; Ensure that all communication and team planning occurs with the consumer's Residential, Vocational/Day Supports, Guardians/Families and other Planning and Support Team members; Budget development; Quality Service Reviews at least two times per year/per individual; Targeted Case Management contact (at least 4 times/year or more frequently as needed); Document service delivery in the Electronic Case Note system; Monitor compliance with Departmental Policies/Procedures/Protocols; Provide technical assistance to service providers including state and private agencies; Monitor compliance with Program Review and Human Rights Committees; Inform consumers and their guardians/families of their Legal Rights, Compliance with the Utilization Resource Review process; When appropriate, submit requests to PRAT for resource allocation; Monitor development and maintenance of consumer's files including all required documentation; and other related duties as required. Ability to flex schedule into the evening in response to consumer needs. Consumers live in diverse geographic locations in towns throughout the greater Hartford area of the North Region. Residences include CLA's, IHS's, CRS's, LTC's, OR's, which are located in multiple towns and locations including Manchester, E. Windsor, S. Windsor, E. Hartford, Glastonbury, Tolland, Vernon and Ellington. A valid Connecticut Driver's License is required.

**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.

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

**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.

**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.