



Department of Development Services – West Region  
JOB OPPORTUNITY  
Developmental Services Adult Services Instructor  
ROWLAND GOVERNMENT CENTER

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

**Open To:** DDS Employees

**Job Title:** Developmental Services Adult Services Instructor (Self-Determination/Employment)

**Location:** Rowland Government Center – Waterbury

**Job Posting No:** 017017

**Hours:** 1<sup>st</sup> Shift ~ Monday – Friday 8:30am – 4:00pm; Regular Days Off Saturday, Sunday. Must be flexible to meet the needs of the position

**Salary:** \$1,721.65/bi-weekly

**Closing Date:** January 13, 2014

**Eligibility Requirement:** Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Layoff or SEBAC lists must be given first consideration.

**Examples of Duties:** Duties consistent with the Developmental Services Adult Services Instructor. Main responsibility of the Instructor is to implement activities that will assist the self-advocate coordinators and other advocates to promote and enhance the employment of people with intellectual disabilities; implement self-advocacy/self-determination/self-direction activities which support the employment of individuals served by the department. Performs other related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of current practices and trends in services and supports for persons with developmental disabilities and related conditions; knowledge of principles and techniques of in-service training; knowledge of education methods and techniques including computer based training and related equipment; knowledge of knowledge of state agencies and community organizations and supports as they relate to services for persons with developmental disabilities and related conditions; knowledge of processes and material used in specific vocations and trades; knowledge of relevant equipment and emergency procedures; knowledge of interdisciplinary process for development of client supports; some knowledge of program evaluation; considerable interpersonal skills; considerable oral and written communication skills; considerable skill in behavior management of clients; skill in manual and machine operations of relevant vocations or trades; ability to work cooperatively with client and other staff; ability to gather data independently and prepare reports; ability to develop positive relationships with clients; ability to utilize teaching and/or training techniques for individual client needs; ability to support clients and participate in recreational and occupational activities; some supervisory ability.

**General Experience:** Four (4) years of experience in providing direct service to persons with intellectual disabilities and related conditions.

**Special Requirements:** Will be required to travel to multiple training sites; must have good presentation skills, familiarity with computer applications; will be required to use multi-media equipment, including computer-based presentation software such as Power Point.

**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 DDS Employees 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.**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Yolette Tappin  
Fax: 203-574-8857  
Email: [Yolette.tappin@ct.gov](mailto:Yolette.tappin@ct.gov)**

**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.