



Department of Development Services – West Region  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES WORKER 2  
WHITE PLAINS ROAD RESPITE CENTER

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

**Open To:** DDS Employees

**Location:** 516 White Plains Road, Trumbull (Respite Center)

**Job Posting No:** 018187

**Hours:** 2<sup>nd</sup> Shift ~ 2:45pm – 11:15pm Friday, Saturday, Sunday; 1:45pm – 11:15pm Thursday, Regular Days Off Monday, Tuesday, Wednesday. Must be flexible to meet needs of individual consumers coming to respite.

**Salary:** \$1,538.70/bi-weekly

**Closing Date:** January 13, 2014

**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 Worker 2 job specification. This position provides supervision to the White Plains Road Respite Center, Trumbull, providing respite to visitors who receive supports from the individual and family support division. Ensures that DDS Policies, West Region protocols, individual levels of supervision, individualized programs and guidelines are being implemented on a regular basis; ensures all staff are in compliance with work rules. Assigns work and assists in evaluating staff performance, assists in development of policies, programs and operational procedures; directs implementation of these policies, programs and procedures in accordance with state and federal regulations and needs of consumers; arranges for fire drills and safety inspections; supervises staff by directing and advising them on work, reviewing reports and conferring with them on daily operational, disciplinary and special problems; arranges for and coordinates provision of appropriate supportive care services such as housekeeping, dietary, maintenance and laundry; secures and distributes supplies and equipment for teaching strategies and consumers personal needs; arranges for consumer transportation; monitors consumer fund spending; assists in developing responses to surveys and inspections; coordinates, evaluates and may participate in residential care program within the program including assisting consumers with personal care as needed and treatment of consumers; may provide orientation and in-service training to subordinate staff; may complete and review for accuracy a variety of reports, notes, logs and requisitions, etc.; may design and write residential living programs; may attend interdisciplinary team and administrative meetings; may coordinate community support services for consumer. May administer first aid in emergency situations; performs related duties as required. Performs other duties as required.

**Knowledge, Skills and Abilities:** Knowledge of fundamentals of hygiene and physical training; knowledge of safety, fire and first aid procedures; basic knowledge of interdisciplinary process for development of client programs; considerable interpersonal skills; basic oral and written communication skills; skill in behavior management of clients; ability to recognize and report behavioral change; ability to develop a positive relationship with clients; ability to lead and participate in recreational and occupational activities; ability to follow oral and written instruction.

**General Experience:** One (1) year of experience in the care and supervision of individuals with intellectual disabilities at the level of a Developmental Services Worker 1 (or equivalent experience in a human service field).

**Special Requirements:** Incumbents in this class must have current Medication certification, CPR and PMT Certification within 4 months of transfer/hire. Proficiency with computer programs such as Excel, Word and Access required. Incumbents in this class may be required to be bilingual or fluent in American Sign Language. Must possess and retain a valid Connecticut Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions

**Physical Requirements:** Incumbents in this class must possess physical and emotional health for efficient performance of duties; a physical examination may be required.

**Working Conditions:** Incumbents in this class may be required to lift and restrain consumers; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive consumers and may be exposed to strongly disagreeable conditions.

**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.