

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES RESOURCE COMPLIANCE COORDINATOR
PRIVATE CCH-EAST HARTFORD

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

Open To: The Public
Location: Private CCH-East Hartford
Job Posting No: 00089583
Hours: Monday-Friday; 9am-4:30pm; RDOs Saturday and Sunday
Salary: \$48,316- \$61,650 annually
Closing Date: November 25, 2013

Knowledge, Skills and Abilities: Knowledge of modern methods of care, treatment and education of persons with mental retardation and other developmental disabilities living in various community settings; knowledge of education or instructional techniques; knowledge of agency policy and procedures; interpersonal skills; oral and written communication skills; ability to interpret and apply relevant state and federal laws, statutes and regulations; ability to apply agency policy and procedures; ability to perform inspections and client review; ability to utilize computer software.

General Experience: Four (4) years of experience in the care, monitoring and individual life planning or directly providing support services to persons with developmental disabilities.

Substitution Allowed:

1. An Associate's degree or sixty (60) credit hours of college education may substitute for (1) year of the General Experience.
2. A Bachelor's Degree may substitute for two (2) years of the General Experience.

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

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

Please visit the DDS Intranet site @ www.ct.gov/ddssi to view additional postings.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion only within the DSW 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. 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 — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Kristina Worley
Email: kristina.worley@ct.gov Phone: 860-263-2560 Fax: 860-622-4965

Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

An Affirmative Action/Equal Opportunity Employer