



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER
PUBLIC PROGRAMS – EAST HARTFORD

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

Open To: Candidates on Current Exam List or Lateral Transfer

Location: Public Programs – East Hartford

Job Posting No: 18724

Hours: Monday – Friday: 8:30am - 4:00pm; RDO Saturday and Sunday
Ability to flex schedule into evening in response to consumer needs and emergency situations

Salary: \$59,089.00 - \$80,010.00* (HC-24) annually
*Incumbents new to state service begin at the minimum.

Closing Date: August 11, 2014

ELIGIBILITY REQUIREMENT:

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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

EXAMPLES OF DUTIES:

This is a full time Case Manager position in the East Hartford Office. The caseload currently includes approximately 45 waived for individuals. These individuals live in Community Living Arrangements in Bloomfield, Granby, East Hartford, Newington and West Hartford. Responsibilities include ensuring the needs of the individuals on the caseload are addressed through the team process which includes developing Annual Plans, reviews of plans, facilitation of meeting, organization and management of master files, scheduling of meeting, contact with families and guardians, and ensuring the compliance with Licensing regulations and Quality Insurance Reviews. Additional responsibilities include involvement in the guardianship process, Quality Systems Reviews, securing/ maintaining entitlements and benefits, involvement in the PRC process, involvement with the PRAT process, and other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary

approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.
2. When assigned to a caseload of individuals, some of whom are enrolled in the Federal Medicaid Reimbursement Program, must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to travel.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion 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 two professional letters of reference.

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

All application materials must be received by 11:59pm on the closing date indicated above

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services – North Region

155 Founders Plaza/255 Pitkin Street – 2nd Floor – East Hartford, CT 06108

Attn: Recruiter

Email: DDS.NR.Recruiting@ct.gov Phone: (860) 263.2623 Fax: (860) 706.1420

Application materials can be emailed, faxed or mailed

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