



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES CASE MANAGER**  
NEWINGTON

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

Open To: Candidates on Current Exam List or Lateral Transfer

Location: Newington

Job Posting No: 19446

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/QIDP position in the Newington Center Office. The caseload currently includes 30 - 35 individuals living in at the Newington Center as well as individuals supported by private agencies in the community. 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, completing Quality Systems Reviews, visiting and monitoring day programs, contact with families and guardians, and ensuring the compliance with Federal ICF/MR regulations and interpretive guidelines as well as the HCBS Waiver regulations. Additional responsibilities include involvement in the guardianship process, 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](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 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 – 2<sup>nd</sup> Floor – East Hartford, CT 06108**

**Attn: Recruiter**

**Email: [DDS.NR.Recruiting@ct.gov](mailto: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