



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES RESIDENTIAL PROGRAM SUPERVISOR 1
EAST HARTFORD

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Must be on the current exam list or lateral transfer
Position: Developmental Services Residential Program Supervisor 1
Location: East Hartford
Job Posting No: 00018630
Hours: Monday through Friday 9a-4:30p
Flexible schedule to meet individual and family needs
RDO's: Saturday and Sunday
Salary: \$62,271 to \$84,069 annually *
*Incumbents new to state service begin at minimum
Closing Date: August 11, 2014

Eligibility Requirement: Candidates must have passed the Developmental Services Residential Program Supervisor 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. DDS employees currently holding the 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.**

DUTIES AND RESPONSIBILITIES:

Duties consistent with Program Supervisor job specification. Incumbent will be responsible for the day to day operations of licensed CLA homes and may include Individualized Home Support programs in the Hartford and Tolland counties. Duties and responsibilities include: writing and implementations of goals associated with IP's; attend monthly, quarterly and annual meetings; conduct staff training and performance evaluations; implementation of policies and procedures in accordance with state regulations; participate and ensure staff compliance with CLA licensing regulations; participate and implement Plan of Corrections for CLA licensing citations; monitoring of consumer funds; coordination and supervision of the overall operation of the programs; ensure consumer safety and implementation of DDS' Mission and Vision. Considerable knowledge of developmental disabilities procedures and terminology; considerable knowledge of modern methods of dealing with persons with developmental disabilities; considerable knowledge of rehabilitative and interdisciplinary process; considerable interpersonal skills; supervisory ability. Will need to travel to various sites during the workweek. Must be flexible to meet agency needs.

SPECIAL REQUIREMENT:

1. Incumbents in this class may be required to be bilingual or fluent in American Sign Language.
2. Incumbents in this class may be required to travel.

PHYSICAL REQUIREMENT:

Incumbents in this class will be required to possess physical and emotional health for efficient performance of duties; a physical examination may be required.

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 2 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

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