



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY

**DEVELOPMENTAL SERVICES CASE MANAGER  
IFS (PRIVATE CASELOAD) – NEWINGTON**

**REPOSTED WITH DIVISION & LOCATION CHANGE**

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

**Open To:** Candidates on current exam list or lateral transfer

**Location:** IFS (Private Caseload) – Newington

**Job Posting No:** 00019365

**Hours:** Monday through Friday 9am-4:30pm; RDO's: Saturday and Sunday

**Salary:** \$57,367 to \$77,679\*  
\*Incumbents new to state service begin at the minimum.

**Closing Date:** June 9, 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:** The Case Manager will provide Case Management services to approximately 45 consumers receiving services under the Home and Community Based Services (HCBS) waiver. Consumers live in towns throughout the Greater Hartford area. Residence types include CRS's, CLA's and individuals receiving IHS supports. Responsibilities include linkage with community services, referrals for day and residential supports, assistance with entitlements, placements, and budget development. Required work under the HCBS waiver includes: the initial waiver enrollment; maintenance of waiver status; initial completion and updates to the Level of Need assessment; completion of the annual Individual Plan; quality monitoring via Quality Service Reviews; integration of vocational/day services; and compliance with CMS regulations of Targeted Case Management. The Case Manager will also be involved with the Probate Courts, legal system, crisis intervention, emergency placements and immediate response to directives from the Office of Protection and Advocacy/DSS/DCF. Ability to flex schedule in response to consumer needs.

**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 Requirement:**

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 who 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.

**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 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 2 letters of reference.

**All application materials must be received by 11:59 p.m. 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  
East Hartford, CT 06108  
Attn: Carol Pfeifer  
Email: [carol.pfeifer@ct.gov](mailto:carol.pfeifer@ct.gov) Phone: 860-263-2618 Fax: 860-622-4967

**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.