



Department of Developmental Services-North Region
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT

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

Open To: Candidates on a current examination list or lateral transfer.
Location: IFS Division, East Hartford
Job Posting No: 019085
Hours: Full-Time (80 hours Bi-Weekly) Monday-Friday 8:00 AM-4:30 PM
Salary: HC 26 \$66,978.00-\$90,329.00 (New employees to state service start at the beginning of the range)
Closing Date: February 8, 2016

Eligibility Requirement: Candidates must have applied for and passed the **DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT** 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: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in intellectual disabilities and updates Case Managers accordingly; explains departmental programs, policies and procedures to workers, clients and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes planning support team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving clients; monitors person centered and waiver driven quality controls and addresses concerns accordingly; assists in administration of client participation in federal reimbursement programs; may represent facility in any legal proceedings involving clients; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of intellectual disability case management practices; considerable knowledge of social problems resulting from intellectual disability and methods for dealing with those problems; considerable knowledge of inter-disciplinary approach to program planning; knowledge of public and private resources for persons with intellectual disability; knowledge of relationships between facilities for persons with intellectual disability, community agencies, courts and health facilities; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability; ability to utilize computerized software.

EXPERIENCE AND TRAINING:

General Experience:

The General Experience is defined as one of the following:

1. A Bachelor's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional as set forth in federal regulations and interpretive guidelines and three (3) years of professional experience providing case management or casework services to an assigned caseload of individuals.

OR

2. A Master's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional as set forth in federal regulations and interpretive guidelines and two (2) years of professional experience providing case management or casework services to an assigned caseload of individuals.

NOTE:

A degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) is a degree in the field of human services, healthcare or education including but not limited to: nursing, psychology, rehabilitation counseling, special education or sociology.

Special Experience:

One (1) year of the General Experience must have been providing case management or casework services to persons with intellectual disability.

NOTE: For State Employees this is interpreted at the level of Developmental Services Case Manager.

SPECIAL REQUIREMENTS:

1. Must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
3. 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 All Applicants: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and 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.

**Department of Developmental Services North Region
Human Resources
155 Founders Plaza/255 Pitkin Street-2nd Floor
East Hartford, CT 06108
Attn: Recruiter**

Email: DDS.NR.Recruiting@ct.gov Fax: (860) 706-1420 Phone: (860) 263-2623

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.