



Department of Developmental Services-North Region
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER

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

Open To: Candidates on a current examination list or lateral transfer.

Job Posting No: 019727	Location: Private Services Division, East Hartford, CT
Job Posting No: 020116	Location: IFS Division, Willimantic, CT
Job Posting No: 019027	Location: IFS Division, East Hartford, CT

Hours: Full-Time (70 hours Bi-Weekly) Monday-Friday 9:00 AM-4:30 PM

Salary: HC 24 \$60,862.00-\$82,411.00 (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 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.**

Example of Duties: Performs activities related to individual client services plans for conformity with federal and/or agency standards; coordinates and monitors the delivery of waived services to ensure the federal requirements for reimbursement are met and maintained and monitors completion of appropriate documentation; develops social service evaluations and service recommendations; oversees and supports continuity of care and waiver benefits; monitors development and ensures maintenance of client files including required documentation; provides information and support to clients and families in obtaining and maintaining social services benefits to ensure continued waiver eligibility; provides guidance and support to client and/or family members in locating appropriate providers in the community; convenes, chairs and facilitates interdisciplinary/planning support team meetings to develop, review and/or modify client service plans; coordinates integration of day program, residential, medical and other services provided to each client and ensures service delivery; assists with identifying the need for evaluations, scheduling of evaluations and monitors completion; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental and waiver policies and procedures; maintains regular contact and provides supportive guidance to assigned clients and their families; gives information to clients and/or call-in's, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; schedules program reviews and monitors implementation of specific program recommendations; ensures that legal and financial documents are completed in a timely manner; informs appropriate supervisor and regional administrative staff when services are not or cannot be provided; performs related duties as required.

May review individual client service plans for conformity to Federal ICF/MR regulations; assists with responses to ICF surveys, inspections and IPR/UR as required; may coordinate the development and assist with the implementation of Plans of Correction; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of services available to persons with intellectual disability; knowledge of residential programs for persons with intellectual disability; knowledge of interdisciplinary approach to program planning; knowledge of intellectual disability, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to understand and 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.

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 (QIDP) as set forth in federal regulations and interpretive guidelines and two (2) years of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation.

OR

2.

A Master's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and one (1) year of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation.

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:

1.

Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.

2.

Incumbents in this class 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 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.