



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.

Location: IFS/Private Programs- East Hartford, CT

Job Posting No: 018909

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: October 17, 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: This position is responsible for providing supports to approximately 45-55 individuals with developmental disabilities who reside in CLA, CRS, IHS or Family Homes. This position will ensure that all CMS (Center for Medicaid and Medicare Services) requirements and quality assurance activities are completed as required and the provision of services meets health and safety needs. In addition, federal reimbursement will not be forthcoming if the Medicaid Waiver cases are not covered.

Duties will be consistent with the Case Manager job description. Responsibilities include team facilitation and leadership in completing Individual Plans, ensuring completion of Individual Progress reviews, completing Quality Service Reviews, completion of Level of Need Assessment, timely completion of Case Management notes and maintenance of files. The Case Manager must ensure compliance with CMS regulations of targeted Case Management, maintaining documentation according to DDS and federal regulations. The Case Manager may have involvement with the probate court, legal system, and benefit and medical information. The Case Manager will be required to assist with guardianship assessments and in the guardianship process, application for entitlements, and enrollment in the waiver. This position may be required to review budgets and/or develop individual budgets, and work with private providers in obtaining needed services. The Case Manager is also responsible for communication between DDS, provider agencies, and guardians/parents of individuals. This position requires the ability to flex schedule in response to consumer needs and emergency situations as necessary. They must be able to work independently, have strong ability to problem solve, develop creative solutions and strong communication skills. Performs other 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 Requirements:

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.
5. Incumbents must be willing and able to work off hours, including nights, weekends and holidays, as needed, to meet Agency needs as well as the needs of the individuals served by the Agency.

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.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

**Application materials may be emailed, faxed or mailed to:
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) 263-2616

Preferred method of delivery is via email.

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.