



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:** Public Programs- East Hartford, CT  
**Job Posting No:** 018740  
**Hours:** Full-Time (70 hours Bi-Weekly) Monday-Friday 8:30 AM-4:00 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:** The caseload includes approximately 45 waived for individuals in both the Public and Private Divisions. These individuals live in their own apartments with Individual Home Supports as well as Continuous Residential Support Homes and a CLA. These homes are located in Manchester, Hartford, Vernon, Wethersfield, Rocky Hill, Enfield, East Hartford, Rockville, and Ellington.

Responsibilities include ensuring the health, safety and personal needs of the individuals on the caseload are addressed through the team process which includes developing Annual Plans, reviews of plans, facilitation of meeting, organization and management of master files, scheduling of meetings, contact with families and guardians, and ensuring the compliance with Licensing regulations and Quality Insurance Reviews. Additional responsibilities include involvement in the guardianship process, Quality Systems Reviews, securing/ maintaining entitlements and benefits, Completion of Targeted Case Management notes to ensure Federal Reimbursement of funding, involvement in the PRC process, involvement with the PRAT process, and other related duties.

**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](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.**

**Application materials may be emailed, faxed or mailed to:  
Department of Developmental Services North Region  
Human Resources  
155 Founders Plaza/255 Pitkin Street-2<sup>nd</sup> Floor  
East Hartford, CT 06108  
Attn: Recruiter**

**Email: [DDS.NR.Recruiting@ct.gov](mailto: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.