



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

[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 – HELPLINE – East Hartford, CT

Job Posting No: 019409

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: The Bilingual Case Manager will be responsible for working collaboratively with others to provide efficient, timely response to families/individuals who contact the helpline for services and supports. The Case Manager will work effectively to meet regional and state goals for efficiency in providing supports with other Helpline Case Managers to 1100+ individuals; provide data as needed on supports provided, provide information to families and individuals regarding DDS services and community supports and services, give information to clients, guardians and families regarding their legal rights, departmental policies and procedures, and services provided. This may also include providing information about DDS to other state and community agencies, including schools. Additional responsibilities will include coordinating requests for IFS resources (family support workers, behavioral, nursing, educational supports, etc.), processing Individual and Family Grants upon request from DDS families/individuals, assisting families in accessing DDS Behavioral Support Program, assisting with benefit and entitlement applications and submitting requests from families to use DDS Respite Centers. The Case Manager may assist families with DDS Respite Center Applications, respite requests and confirmation of respite stays as well as update eCamris information on individuals when informed of changes. Responsibilities will also include maintenance of electronic files (database) of information on each individual and writing electronic case notes. May be required to bill for targeted case management. The Case Manager will track future grads, age-outs and benefit applications; coordinate guardianship requests from the Probate Court for individuals that are in this unit (initial or 3 year and maintain master eligibility/case files; add any new information/evaluations received; respond to crisis situations including coordination with doctors and hospitals; Triage referrals; responds to the Office of Protection & Advocacy; complete protective services plans IPSP; PSPs, transfer cases eligible for case management assignment to the case management supervisor of the corresponding geographical area. May assist individuals exiting incarceration. Additional responsibilities include completing and processing family requests for additional supports through PRAT, including completion of assessment tools (LON, Priority Checklist) and, on occasion completing Individualized Plans. 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 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.

Preferred Candidates: Must be fluent in English/Spanish-oral, reading and written. **Only Spanish speaking candidates need apply for the above position.**

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.