



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: Public - Applicants must have applied for and passed the **Developmental Services Case Manager Examination** 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.

Position: Developmental Services Case Manager

Location: IFS/Private, East Hartford

Job Posting No: 00110514

Hours: Full-Time (70 hours biweekly) 9:00 AM - 4:30 PM

Salary: HC 24 \$59,089 - \$80,010 (New employees to state service start at the beginning of the range)

Closing Date: March 30, 2015

Examples of Duties: Provision of case management services in the Individual and Family Support Division. The individuals on this caseload currently reside in the Greater Hartford area. The majority of these individuals are enrolled or are eligible to be enrolled onto the HCBS Waiver. Responsibilities include linkages with community services; referrals for day and residential supports, grant and respite requests; assistance with entitlements, school-to-work transitions and any placements that need to be made. Developing, adjusting, amending individual budgets for individuals on this caseload will be part of the overall duties as well. Timely completion of annual plans, conducting quality service reviews and archiving them into the department's QSR database, as well as, maintenance of individual records will be ongoing responsibilities. Entering case notes into the department's case note system to assure compliance with Targeted Case Management regulations will be part of the ongoing duties for the caseload. Crisis intervention, coordinating emergency services and responding to any recommendations from the Office of Protection and Advocacy, as well as, involvement with probate court and legal system as issues arise will be important. Also performs related duties as required such as case manage individuals on a private caseload. Ability to flex schedule into evening in response to consumer needs and emergency situations. Valid driver's license is required.

Knowledge, Skills and Abilities: Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to 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: Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

Special Requirements:

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language.
2. When assigned to a caseload of individuals, some of whom are enrolled in the Federal Medicaid Reimbursement Program, must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbent must possess and retain a valid motor vehicle license. Incumbent will 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 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 can be emailed, faxed, or mailed to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street, 2nd Floor, East Hartford, CT 06108
Attn: Recruiter

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

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.