



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER/BROKER (BILINGUAL-SPANISH)
SELF DETERMINATION DIVISION – EAST HARTFORD

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list or lateral transfer (**Only Bi-Lingual Candidates need to apply**)

Location: East Hartford

Job Posting No: 00018973

Hours: Monday through Friday 9am-4:30pm; RDO's: Saturday and Sunday

Salary: \$57,367 - \$77,679*
*Incumbents new to state service begin at the minimum.

Closing Date: May 5, 2014

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.**

Examples of Duties: Duties consistent with the DS Case Manager/Broker specification (Bilingual-Spanish). Position is identified as a Self-Determination Division Support Broker/Case Manager position with a caseload of 30 to 35 Waivered individuals who self-direct. Approximately half of the caseload is composed of Spanish-speaking individuals. Caseload will geographically cover Hartford County, including the towns of Windsor Locks, Enfield, Manchester, Bristol, Newington, New Britain, Windsor, West Hartford, East Hartford and other surrounding towns. Case Manager/Support Broker responsibilities will include: Ensuring compliance with DDS Policies and Procedures; Maintaining Medicaid Waiver compliance; Documentation, plan Development, meeting facilitation, educating individuals and families regarding the concepts of Self-Determination; Educating employers regarding Self-Direction and related responsibilities; Carrying out the Person-Centered Individual Planning process; Developing circles of support; Carrying out mandatory Quality Service Review and LON system requirements; and Individual Service Agreement Budget program creation, implementation and maintenance. Candidate must possess intermediate to advanced computer skills with programs, including MS Word, Access and Excel. Candidate must possess the ability to communicate in Spanish and English both verbally and through written language.

Knowledge, Skills and Abilities: Considerable understanding of nature of clinical assessments; 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; 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; familiarity with automated data systems.

Special Requirement:

1. Incumbents in this class may be required to possess fluency in a foreign language for designated positions.
2. Incumbents in this class may be required to travel.
3. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities must be eligible for certification as a Qualified Developmental Disabilities Professional as required by Federal regulations.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other 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.

Send application materials to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Lateisha Rainey
Email: lateisha.rainey@ct.gov Phone: 860-263-2612 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.