

DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
SUPERVISING DEVELOPMENTAL SERVICES WORKER

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

Open To: DDS Employees Only
Position: Supervising Developmental Services Worker
Location: Cottage 12, Meriden, CT
Job Posting No: 109588
Hours: Full Time – Friday & Saturday 10:00AM-5:00PM; Tuesday 1:00PM-8:00PM; Wednesday 10:00AM-5:00PM; Thursday 11:00AM-6:00PM
Salary: HN 20 \$50,222 - \$66,651
Closing Date: June 8, 2015

Examples of Duties: Coordinates and supervises or assists in supervision of a residential living program including assigning work and evaluating staff performance; assists in development of policies, programs and operational procedures; directs implementation of these policies, programs and procedures in accordance with state and federal regulations and needs of clients; arranges for fire drills and safety inspections; supervises staff by directing and advising them on work, reviewing reports and conferring with them on daily operational, disciplinary and special problems; arranges for and coordinates provision of appropriate supportive care services such as housekeeping, dietary, maintenance and laundry; secures and distributes supplies and equipment for teaching strategies and consumers personal needs; arranges for consumer transportation; monitors consumer fund spending; assists in unit response to surveys and inspections; coordinates, evaluates and may participate in residential care program within unit including care, feeding, clothing and treatment of consumers; may provide orientation and in-service training to subordinate staff; may complete and review for accuracy a variety of reports, notes, logs and requisitions, etc.; may design and write residential living programs; may attend interdisciplinary team and administrative meetings; may coordinate community support services for consumers; may administer first aid in emergency situations; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of modern methods of working with persons with intellectual and developmental disabilities; considerable knowledge of goals, policies and organization of a residential living unit; considerable knowledge of rehabilitative and interdisciplinary process; knowledge of support services provided in residential care such as housekeeping, dietary, maintenance and laundry; considerable interpersonal skills; ability to implement policies and operational procedures; supervisory ability.

General Experience: One (1) year experience working with persons with intellectual or other developmental disabilities at the level of Developmental Services Worker 2.

Physical Requirement: Incumbents in this class must possess physical and emotional health for efficient performance of duties. Applicants may be required to take a physical examination.

Preferred Experience: Preference will be given to applicants with demonstrated lead or supervisory experience in a residential setting providing direct care to individuals with intellectual and developmental disabilities. Preference will also be given to applicants with experience developing and implementing Individual Plan goals and use of computer.

Working Conditions: Incumbents in this class may be required to lift and restrain consumers; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive consumers and may be exposed to strongly disagreeable conditions.

Special Requirements:

1. Incumbent must be current in all DDS required training.
2. Incumbent must possess or be able to obtain Medication Administration Certification and or CPR certification.
3. Incumbent must possess and retain a valid Motor Vehicle Operator's license with a Public Passenger Endorsement.
4. 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 Current DDS Employees who are in the Developmental Services Worker (DSW) Classification Series and are applying for Lateral Transfer: Interested and qualified candidates who meet the above requirements should submit a fully completed "DDS Application For Lateral Transfer Within The DSW Series" and copies of their last two performance appraisals.

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 — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter**

Email: DDS.SR.Recruiting@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

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.