



Department of Development Services – West Region
JOB OPPORTUNITY
SUPERVISING DEVELOPMENTAL SERVICES WORKER
SOUTHBURY TRAINING SCHOOL

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

Open To: DDS Agency Employees Only

Position: Supervising Developmental Services Worker

Location: Southbury Training School – Unit 1, Personnel Village (PV)

Job Posting No: 017343

Hours: 1st Shift ~ 7:30am – 2:30pm; Regular Days Off Friday, Saturday.
Late Nights: Monday, and Wednesday 1:30pm – 8:30pm

Salary: \$1,868.17/bi-weekly

Closing Date: February 24, 2014

Examples of Duties: Duties consistent with Supervising Developmental Services Worker 1 job classification: 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 consumers; 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 consumer 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 clients; 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 consumer; may administer first aid in emergency situations; performs related duties as required. Performs related duties as required.

Knowledge, Skills and Abilities:

Considerable knowledge of modern methods of working with persons with intellectual 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.

Special Requirements: Incumbents in this class may be required to be bilingual or fluent in American Sign Language. Incumbents in this class will be required to possess and retain a valid Connecticut Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions. Travel may be required.

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

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.

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 DDS Employees 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.

Send application materials to:

**Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yvette Tappin
Fax: 203-574-8857
Email: Yvette.Tappin@ct.gov**

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.