



Department of Development Services – West Region  
JOB OPPORTUNITY

**DEVELOPMENTAL SERVICES CASE MANAGER**

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

- Open to:** Lateral transfers or Candidates on current EXAM List
- Job Title:** Developmental Services Case Manager (Full-time – 70hrs. /bi-weekly)
- Hours:** Monday – Friday 8:30am – 4:00pm; RDO’s Saturday, Sunday **(Must be flexible to meet agency and individual needs. State travel required)**
- Salary:** \$2,331.88 - \$3,157.51/bi-weekly (New Hires to state service start at \$2,331.88)
- Closing Date:** February 16, 2016

Position#	Location	Division/Program	Special Experience
0015836	Torrington	Individual & Family Support (IFS)	Exceptional organizational skills to ensure Medicaid Waiver Compliance. Experience with the IP6 budget system plus  Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation
0015969	Danbury	Self-Determination (SD)	Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation
0018556	Norwalk	Individual & Family Support (IFS)	Exceptional organizational skills to ensure Medicaid Waiver Compliance. Experience with the IP6 budget system plus.  Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation
0022595	Cheshire	Private	Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation
081499	Ella Grasso Center – Stratford	Individual & Family Support (IFS)	Exceptional organizational skills to ensure Medicaid Waiver Compliance. Experience with the IP6 budget system plus  Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation
091312	Cheshire	Private	Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

**Eligibility Requirement:** This is a **competitive position**. 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 are consistent with the Developmental Services Case Manager job classification. Performs activities related to individual plans (IP) for conformity with federal and/or agency standards; coordinates and monitors the delivery of waived services to ensure the federal requirements for reimbursement are met and maintained and monitors completion of appropriate documentation; develops social service evaluations and service recommendations; oversees and supports continuity of care and waiver benefits; monitors development and ensures maintenance of Individual files including required documentation; provides information and support to Individuals and families in obtaining and maintaining social services benefits to ensure continued waiver eligibility; provides guidance and support to Individual and/or family members in locating appropriate providers in the community; convenes, chairs and facilitates interdisciplinary/planning support team meetings to develop, review and/or modify Individual service plans; coordinates integration of day program, residential, medical and other services provided to each Individual and ensures service delivery; assists with identifying the need for evaluations, scheduling of evaluations and monitors completion; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental and waiver policies and procedures; maintains regular contact and provides supportive guidance to assigned Individuals and their families; gives information to Individuals and/or call-in's, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; schedules program reviews and monitors implementation of specific program recommendations; ensures that legal and financial documents are completed in a timely manner; informs appropriate supervisor and regional administrative staff when services are not or cannot be provided; May review individual service plans (IP's) for conformity to Federal ICF/MR regulations; assists with responses to ICF surveys, inspections and IPR/UR as required; may coordinate the development and assist with the implementation of Plans of Correction. In addition, case manager should ensure that all communication and team planning occurs with the Individual's residential, vocational/day supports, families and team players for delivery of appropriate vocational/educational, social, residential and health services that are in conformance with DDS and the Home Community Based Waiver's regulations when specifically assigned. Performs related duties as required

**Knowledge, Skill and ability:** 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:** (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 Requirement:** Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Candidates must possess good oral/written communication skills; and computer skills, as daily use of a computer is likely ( Microsoft and webbased programs). Valid Connecticut Driver's license is required for state travel.

**Must be Qualified Intellectual Disabilities Professional (QIDP) as required by Federal regulations; applicants must demonstrate in the application the Academic degrees they possess; name of conferring institution and date of conferment.**

**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 Application for Examination or Employment (CT-HR-12) 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](http://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 — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Recruiter  
Fax: 203-574-8857**

**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 Individuals with disabilities