



Department of Development Services – West Region
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER
Cheshire Regional Center

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 (70 Hours)

Location: Individual and Family Support Division (IFS) - Cheshire

Job Posting No: 089527

Hours: Monday – Friday 8:30am – 4:00pm; Regular Days Off, 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 29, 2016

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 consistent with the Developmental Services Case Manager job classification. This caseload will consist of waived and non-waived cases. IFS Case Manager responsibilities will include ensuring compliance with DDS policies and procedures, maintaining Medicaid Waiver compliance, carrying out Individual Plan (IP) and IP short process, including all areas necessary to assemble an interdisciplinary team, run the meeting, type, dissemination and filing of all related documents, IFS Case Manager is responsible for developing individual budgets, completing annual Level of Needs application and completing Quality Service Ratings (QSR). They are also responsible to ensure that all necessary documentation is maintained according to DDS and federal regulations. This includes maintenance of Home and Community Based Waiver documentation, Targeted Case Management, guardianship assessment and hearing decisions, benefit information, and medical information, monitor service delivery (quality reviews) and request services from DDS and other agencies as needed, responsible for communication between individual providers/ agencies and guardian/parents of the consumer. 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: 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. 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. 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, 4th 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