



**Department of Development Services – West Region
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER
INDIVIDUAL AND FAMILY SUPPORT DIVISION– DANBURY (HELPLINE)**

[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

Location: Individual and Family Support Division (IFS) – Danbury (Helpline)

Job Posting No: 018556

Hours: Monday – Friday 9:00am – 4:30pm; RDO's Saturday, Sunday. **(Ability to flex schedule into the evening in response to consumer needs and emergency situations; Consideration will be given to requests for flex time schedules in accordance with the P1 flex time agreement. State travel required)**

Salary: \$2,331.88 - \$3,157.51/bi-weekly (New Hires to state service start at \$2,331.88)

Closing Date: March 14, 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. The Case Manager (Helpline) will be responsible for working collaboratively with others to provide efficient, timely response to families/individuals who contact the helpline for services and supports; work effectively to meet regional and state goals for efficiency; provide data as needed on supports provided; provide information to families and individuals regarding DDS services, and community supports and services; give information to individuals, guardians and families regarding their legal rights, departmental policies and procedures, and services provided; this may also include providing information about DDS to other state and community agencies, including schools. Additional responsibilities will include coordinating requests for IFS resources (family support workers, behavioral, nursing, educational supports, etc.); processing Individual and Family Grants upon request from DDS families/individuals; assisting with benefit and entitlement applications and submitting requests from families to use DDS Respite Centers; assist families with DDS Respite Center Applications, confirmation of respite stays; update eCamris information on individuals when informed of changes; coordination and maintenance of electronic files (database) of information on each individual and writing electronic case notes; track future grads, age-outs and benefit applications, coordinate guardianship requests from the Probate Court, for individuals that are in this unit (initial or 3 year and maintain master eligibility/case files); add new information/evaluations received; respond to crisis situations - Triage referrals; respond to the Office of Protection & Advocacy; complete protective services plans IPSP; PSP's; transfer cases eligible for case management assignment to the case management supervisor of the corresponding geographical area; complete and process family requests for additional supports through PRAT, including completion of assessment tools (LON, Priority Checklist). The DS Case Manager will assist with development and implementation of Regional Resource Fairs and DDS and/or outside agency/school family informational sessions. This position will require travel throughout the Region. Performs other related duties as required.

Knowledge, Skills and Abilities: 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 or 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.

Special Experience: 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

Special Requirements: 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 and State travel is required.

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 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 — 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.