



**REPOST WITH REVISED WORK LOCATION**  
**Department of Development Services – West Region**  
**JOB OPPORTUNITY**  
**DEVELOPMENTAL SERVICES CASE MANAGER**  
**LOWER FAIRFIELD CENTER - NORWALK**

**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 (Broker)

**Location:** Self-Determination Division – **Norwalk**

**Job Posting No:** 018246

**Hours:** Monday – Friday 8:30am – 4:00pm; Regular Days Off Saturday, Sunday. (Ability to flex schedule into the evening in response to consumer needs and emergency situations)

**Salary:** \$2,263.95 - \$3,065.62/bi-weekly (New Hires to state service start at \$2,263.95)  
\$2,331.88 - \$3,157.51/bi-weekly (New Hires to state service start at \$2,331.88) effective 7/1/15

**Closing Date:** July 6, 2015

**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. Responsible for providing Broker/Case Management services/supports for individuals who, with their families, direct their own supports by privately hiring their own staff to provide services based upon the Individual Plan (IP). Individuals served have a variety of skills and live in the community. Some may be dually diagnosed: Incumbent provides information regarding legal rights, DDS departmental policies and procedures; convenes, facilitates and writes the annual Individual Plan; initiates guardianship assessments; ensures benefits and entitlements are current; maintains master files; ensures compliance with CMMS regulations of Targeted Case Management (TCM), and Home Community Based Services Waiver (HCBS) requirements; departmental policies and procedures; and other case management duties. Perform other duties as related.

**Knowledge, Skills and Abilities:** Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with intellectual disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to 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:** Six (6) years of experience in working with individuals with intellectual or other developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a consumer's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

**Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience. A Master's degree in Social Work may be substituted for the General and Special Experience. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience. For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the General and Special Experience.

**Special Requirements:** Candidates must possess good oral and written communication skills, the ability to establish rapport with families, professionals, and to complete assigned duties; understanding of self-determination; proficient in Self-Determination principles, and how to assist individuals through self-directed supports. Candidates must possess good computer skills as daily use of a computer is likely (Microsoft and web based programs.) Valid Connecticut driver's license required as travel will be required. **Must be eligible for certification as a Qualified Intellectual Disabilities Professional (QIDP) as required by Federal regulations.**

**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) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam) 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 applications 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 persons with disabilities.