



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

Location: Self-Determination Division – Norwalk

Job Posting No: 081499

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

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

Closing Date: March 7, 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. 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, or utilize a combination of self-hire and agency supports. Individuals served have a variety of skills and live in their communities. Responsibilities include facilitating Planning and Support Team meetings to develop, review and/or modify Individual service plans including the Individual Plan (IP), Individual Progress reviews, Quality Service Reviews and Level of Need Assessments; coordinates integration of vocational or day program, residential, medical and other services provided to each Individual and ensures service delivery; monitors implementation of specific program recommendations; develops social service evaluations and service recommendations; ensures compliance with CMMS regulations of Targeted Case Management, maintaining documentation according to DDS departmental policies and procedures and Home Community Based Services Waiver (HCBS) requirements. Incumbent also manage individual budgets, provide information regarding legal rights, DDS departmental policies and procedures; initiates guardianship assessments; attend guardianship hearings; ensures benefits and entitlements are current; maintains the individual's master files; completes other case management duties as needed. May perform other duties as related.

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: (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.

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 Application for Examination or Employment (CT-HR-12) located at 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. 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, 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 persons with disabilities.