



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

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: Southbury Training School – Unit To Be Determined

Job Posting No: 016700

Hours: Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. (Must be Flexible to meet needs of assigned caseload)

Salary: \$2,263.95 - \$3,065.62/bi-weekly (New Hires to state service start at minimum of range)

Closing Date: October 13, 2014

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 DDS Case Manager job classification. Case Management/Qualified Intellectual Disabilities Professional (QIDP) responsibilities for a caseload of individuals residing in ICF/ID certified cottages. Duties include Overall Plan of Service/Individual Plan development, service coordination, referral, advocacy, program monitoring, legal and entitlement process and follow-up, placement, Program Review Committee, Human Rights Committee coordination, implementation of court orders, Planning and Resource Allocation Team coordination, community placement planning and development, Quality Service reviews, record keeping, and family support. Will complete QIDP responsibilities for all assigned cases. Perform related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental 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 intellectual 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: Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Valid Connecticut Driver's license is required, will be required to travel. **Must be Qualified Intellectual Disabilities Professional QIDPas 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 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 consumers with disabilities.