

Department of Development Services – West Region
JOB OPPORTUNITY

Developmental Services Residential Program Supervisor I

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Lateral transfers or Candidates on current EXAM List

Position: Developmental Services Residential Program Supervisor I

Location: Lower Fairfield Center - Norwalk

Job Posting No: 016112

Hours: Friday, Monday, Thursday 4:30p,-12:00am; Tuesday, Wednesday 9:00am-4:30pm
Regular Days off Saturday, Sunday Must be flexible in hours to meet agency and consumer needs..

Salary: \$2,316,37 - \$3,127.21 (bi-weekly)

Closing Date: March 31, 2014

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Residential Program Supervisor I** 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.**

Knowledge, Skills and Abilities: Duties consistent with DS Residential Program Supervisor1 job classification. The position will ensure the coordination of supports and services to approximately individuals who live in in this ICF campus setting. These individuals have a range of medical, physical and behavioral challenges; this position will oversee the supervision needs on the 2nd and 3rd shifts at the facility. Duties: Oversee all operations of residences including daily visits to each of the homes to ensure ICF compliance, overtime and other resource management; coordinate access to ongoing support services, including nursing, OT, PT, speech, medical, psychiatric and psychology; interview and hire staff; oversee scheduling; train and evaluate staff; coordinate regulatory, quality assurance compliance of residence (ICF/licensing/certification); follow-up on environmental issues in each residence including equipment and furnishing needs; oversee client fund management and audits; provide progressive discipline and conduct quarterly dependability reports; ongoing contact with family/guardian/advocates/day program/case manager; participates as member of pool investigation team; implement recommendations from investigation reports; manage client program files; review and follow-up on incident reports/critical incidents; coordinate other activities as needed with Residential Manager, Supervising DS Workers and clinical staff; performs related duties as required.

General Experience: Four (4) years of experience in the care and supervision of persons with intellectual disabilities

Special Experience: One (1) year of the General experience must have been in a supervisory capacity at the level of a Supervising Developmental Services Worker 1 or 2.

Special Requirements: Current in all mandated training; knowledge of Outlook, Word and Excel beneficial. Must have Driver License, will be required to travel.

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 material 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: Yolette Tappin
Fax: 203-574-8857
Email: Yolette.tappin@ct.gov

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.