

DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES ADULT SERVICES INSTRUCTOR
EAST HARTFORD

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

Open To: DDS Employees Only

Location: East Hartford

Job Posting No: 00089994

Hours: Monday – Friday: 8:30am – 4:00pm; RDO Saturday and Sunday

Salary: \$45,935.00 - \$66,734.00 (IN-1) annually

Closing Date: January 20, 2014

Examples of Duties: Duties consistent with the DS Adult Services Instructor job classification. This position will function as the Self Determination/Employment Coordinator within the Self Determination Division. The DSASI will assist teams to work with BRS staff, day program personnel and other agency staff to prepare adults to live a more self-determined life and to improve employment outcomes. The Developmental Services Adult Services Instructor educates teams about self-determination and assists with the development of self-directed services and work experiences for adults served by the department. The Developmental Services Adult Services Instructor reports to the Developmental Services Adult Services Supervisor and helps direct and implement self-advocate activities and responsibilities. Support Consumer/Families by: participating in development of Individual Plans; assists teams to develop or revise teaching strategies consistent with self-determination/employment goals of Individual Plan. Supports agencies and private provider by: assessing provider Self Determination/Employment services through on-site visits, individual consumer feedback, case manager and family input; assists providers with self-determination/employment improvement plans; coordinates as appropriate interaction and paperwork flow between agency, families, and other state, public and private agencies; and provide training and technical assistance to providers on self-determination and employment. Supports DDS Staff by: gathering self-determination and employment information and shares it with appropriate DDS staff; works with case managers and contract staff to translate adult's needs into individualized budgets as related to self-determination and employment; makes DDS staff aware of current and future needs of individuals seeking self-direction and employment opportunities; communicates and advocates on behalf of individuals with developmental disabilities with members of the business community. Supports Inter-Agency collaboration by: participating in interagency meetings, projects and/or programs with various state agencies and local government, community and private provider agencies; serves as a resource to private providers on proper maintenance of self-determination/employment paperwork and other related records; assists agency or provider staff with proper preparation of paperwork; assists with self-determination/employment data collection activities; Training/Marketing- Assist the self-advocate coordinators and other self-advocates to co-present at self determination/employment trainings, assist the self-advocate coordinators and other self-advocates to develop training/marketing materials which are written for and by people with intellectual disabilities (example-newsletters, fact sheets, etc.); assist the self-advocate coordinators and other self-advocates to update the consumer corner webpage; Technical Assistance: assist the self-advocate coordinators and other self-advocates to provide technical assistance on ways that people served by the department can become empowered at IP meetings, in the job development process, as employers of record, and in other aspects of their lives. Meetings: help ensure that the self-advocate coordinators and other self-advocates representing DDS at meetings are provided appropriate accommodations and assist the self-advocate coordinators and other self-advocates to identify and use alternative transportation options; Data Collection and Analysis: assist the self-advocate coordinators and other self-advocates to use data collected by the department to advocate for enhanced services; New Project Activities: assist the self-advocate coordinators and other self-advocates to design and implement new project activities that promote and support self determination/employment (i.e. job clubs, youth self advocacy activities, IP Buddy activities, E-Buddy activities, etc.) Performs related duties as assigned. May need to flex hours and work some evening or weekend hours.

Preferred Skills: At least one year working with self-advocacy groups. Experience in providing support to self-advocates while working in their preferred job. Knowledge of state and federal employment and educational law. Has knowledge about and can facilitate a person-centered planning session. Will be required to travel to multiple sites. Must have good presentation skills. Good written and communication skills; Must have familiarity with computer applications; Will be required to use multi-media equipment, including computer-based presentation software such as Power Point.

Knowledge, Skills and Abilities: Knowledge of current practices and trends in services and supports for persons with developmental disabilities and related conditions; knowledge of state agencies and community organizations and programs as they relate to services for persons with developmental disabilities and related conditions; knowledge of program funding; knowledge of processes and materials used in specific vocations and trades; knowledge of community job market; knowledge of relevant equipment and emergency procedures; considerable oral and written communication skills; considerable skill in behavior management of clients; interpersonal skills; considerable ability to utilize teaching and/or training techniques for individual needs; considerable ability to conduct community resources analysis and to develop resources; ability to gather data independently and prepare reports; ability to develop positive relationships with clients; ability to work cooperatively with clients and other staff.

General Experience:

Four (4) years of experience in providing direct service to persons with developmental disabilities and related conditions.

Substitution Allowed:

1. 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.
2. For State Employees three (3) years as a DSW 2 or its equivalent may be substituted for the General Experience.

Special Requirement:

1. Incumbents in this class may be required to maintain CPR, PMT, Medication Administration and First Aid Certificates.
2. Incumbents in this class may 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 DSW 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.

**Send application materials to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Kristina Worley
Email: kristina.worley@ct.gov Phone: 860-263-2560 Fax: 860-622-4965**

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.