



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES CASE MANAGER  
IFS/ EAST HARTFORD

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

Open To: Candidates on Current Exam List or Lateral Transfer

Location: East Hartford - IFS Division

Job Posting No: 00105497

Hours: Monday – Friday: 9:00am - 4:30pm; RDO Saturday and Sunday

Salary: \$57,367.00 - \$77,679.00\* (HC-24) annually  
\*Incumbents new to state service begin at the minimum.

Closing Date: March 3, 2014

**Eligibility Requirement:**

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:** Provision of case management services in the Individual and Family Support Division. The individuals on this caseload currently reside in the Greater Hartford and Windham counties. The majority of these individuals are enrolled or are eligible to be enrolled onto the HCBS Waiver. Responsibilities include linkages with community services; referrals for day and residential supports, grant and respite requests; assistance with entitlements, school-to-work transitions and any placements that need to be made. Developing, adjusting, amending individual budgets for individuals on this caseload will be part of the overall duties as well. Timely completion of annual plans, conducting quality service reviews and archiving them into the department's QSR database, as well as, maintenance of individual records will be ongoing responsibilities. Entering case notes into the department's case note system to assure compliance with Targeted Case Management regulations will be part of the ongoing duties for the caseload. Crisis intervention, coordinating emergency services and responding to any recommendations from the Office of Protection and Advocacy, as well as, involvement with probate court and legal system as issues arise will be important. Ability to flex schedule into the evening in response to consumer needs and emergency situations. A valid driver's license is required.

**Knowledge, Skills and Abilities:**

Considerable understanding of nature of clinical assessments; 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; 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; familiarity with automated data systems.

**General Experience:**

Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client'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.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
3. A Master's degree in Social Work may be substituted for the General and Special Experience.
4. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
5. 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.
6. 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:**

1. Incumbents in this class will be required to possess fluency in Spanish for designated position.
2. Incumbents in this class may be required to travel.
3. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities, must be eligible for certification as a Qualified Developmental Disabilities Professional 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 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](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 application materials will not be considered.**

Send application materials to:  
Department of Developmental Services — North Region  
155 Founders Plaza, 255 Pitkin Street  
East Hartford, CT 06108  
Attn: Carol Pfeifer

Email: [carol.pfeifer@ct.gov](mailto:carol.pfeifer@ct.gov); Phone: 860-263-2618 Fax: 860-622-4967

**Preferred method of application is via fax to 860-622-4967**

Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**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.