



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY

DS SUPERVISOR OF CASE MANAGEMENT
IFS DIVISION – EAST HARTFORD

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

Open To: Lateral transfer applicants and candidates on the current certified exam list for DS Supervisor of Case Management

Location: IFS Division – East Hartford

Job Posting No: 00105494

Hours: Monday through Friday 8am - 4:30pm; RDO's: Saturday and Sunday

Salary: \$63,133 to \$85,143 annually

Closing Date: February 3, 2014

Examples of Duties: The Supervisor of Case Management is accountable for presently supervising 12 Case Managers or Social Workers, covering the East Hartford, Willimantic and Putnam areas. The supervisor schedules, assigns, oversees and reviews the work of staff, provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development on policies and standards; acts as liaison with other operating units; agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in intellectual disabilities and updates case managers accordingly; explains departmental programs; policies and procedures to workers, clients and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes inter-disciplinary team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving clients; provides oversight and assists with developing and processing budgets in order to collect reimbursements from Medicaid; assists in administration, monitors and audits the region's participation in federal reimbursement programs, such as Medicaid, Targeted Case Management (TCM), the Medicaid Home and Community-Based Waiver Program, and the Individual and Family Support Waiver program; may represent facility in any legal proceeding involving clients; performs related duties as required. Must possess considerable knowledge of the following: relevant agency policies and procedures; relevant state and federal laws, statutes and regulations; intellectual disabilities case management policies; knowledge of and ability to perform clinical assessments; social problems resulting from intellectual disabilities and methods for dealing with those problems; inter-disciplinary approach to program planning; public and private resources for persons with intellectual disabilities; relationships between facilities for persons with intellectual disabilities; community agencies, courts and health facilities. Familiarity with automated data systems; considerable interpersonal skills; considerable oral and written skills; supervisory ability. Ability to flex schedule into the evening in response to consumer needs and emergency situations. A valid Connecticut Driver's License is required.

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 11:59pm 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: Carol Pfeifer
Email: carol.pfeifer@ct.gov Phone: 860-263-2618 Fax: 860-622-4967
Preferred method of application is via fax to 860-622-4967

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.