

Department of Development Services – West Region
JOB OPPORTUNITY
Developmental Services Adult Services Specialist

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

Open To: DDS Employees Only

Position: Developmental Services Adult Services Specialist

Location: Self Determination – Rowland Government Center - Waterbury

Job Posting No: 0106537

Hours: 1st Shift ~ Monday – Friday 9am-4:30pm. Must be flexible to meet the needs of the consumers and may need to be required to work evenings and weekends.

Salary: \$1,995.71/bi-weekly

Closing Date: November 18, 2013

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Duties consistent with the DS Adult Services Supervisor job classification. This position will function as the Self Determination/Employment Coordinator within the Self Determination Division. 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 Self Determination/Employment Coordinator educates teams about self-determination and assists with the development of self-directed services and work experiences for adults served by the department. The Self Determination Coordinator supervises the Self Determination/Employment Instructor and helps coordinate self-advocate coordinator 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. Performs related duties as required.

General Experience: Six (6) years of experience in providing direct service to persons with developmental disabilities and related conditions.

Special Experience: Three (3) years of the General Experience must have been in the area of day services, special education, vocational rehabilitation or an equivalent service.

Special Requirement: Incumbents in this class will be required to maintain CPR, PMT, Medication Administration and First Aid certificates. Travel required. Must have valid CT Driver's License.

Substitution 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. Two (2) years of experience as a Developmental Services Adult Services Instructor or its equivalent may be substituted for the General Experience.

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

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 — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yolette Tappin
Email: Yolette.Tappin@ct.gov 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 persons with disabilities.