

Department of Development Services – West Region
JOB OPPORTUNITY
Developmental Services Case Manager

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

Open To: Candidates on current EXAM List

Position: Developmental Services Case Manager (HCBS Waiver)

Location: Private Division – Danbury Regional Center

Job Posting No: 017205

Hours: Monday – Friday 9:00am – 4:30pm; RDO's Saturday, Sunday. Must be flexible in hours to meet agency and consumer needs.

Salary: \$2,197.97/bi-weekly

Closing Date: November 25, 2013

Eligibility Requirement: This is a **competitive position**. 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.**

Knowledge, Skills and Abilities: Duties consistent with the Developmental Services Case Manager job classification. This position will be responsible for providing case management services in the Private Division to individuals residing in Community Living Arrangements, Supported Living Programs, and Continuous Residential Supports, receiving services under the Home Community Based Waiver (HCBS). Most of this caseload is located in the Greater Danbury area. Some of these cases may require administrative follow up. Case Manager convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify individual's service plans; coordinates integration of day program, residential, medical and all other services provided to consumers; as well as ensures service delivery; develops social service evaluations and service recommendations; maintains regular contact with assigned caseload and their families; provides supportive counseling in regards to departmental services; provides information regarding legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers as well as other state or private agencies and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of master records including all required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required. Case manager also ensures that all communication and team planning occurs with the consumer's residential, vocational/day supports, families and team members for delivery of appropriate vocational/educational, social, residential and health services that are in conformance with DDS and the Home Community Based Waiver's regulations when specifically assigned. Performs other related duties as required.

General Experience: Six (6) years of experience in working with individuals with intellectual 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 intellectual disabilities in the areas of behavior, education or rehabilitation

Special Requirements: Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Candidates must possess good oral and written communication skills, the ability to establish rapport with families, professionals, and to complete assigned duties. Candidates must possess good computer skills as daily use of a computer is likely (Microsoft and web based programs.) Valid Connecticut driver's license required as travel will be required. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities must be eligible for certification as a **Qualified Intellectual Disabilities Professional (QIDP – formerly QMRP) 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. 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.