

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

**Location:** Individual and Family Support Division (IFS) – Cheshire

**Job Posting No:** 015551

**Hours:** Monday – Friday 9:00am – 4:30pm; RDO's Saturday, Sunday. (Flexible schedule to address consumer and department needs)

**Salary:** \$2,133.95/bi-weekly

**Closing Date:** April 30, 2012

**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 Case Manager position is within the Individual and Family Support Division. This individual will be responsible for providing supports to individuals and families throughout the West Region. The majority of the individuals on this caseload will be living with their families and in need of planning strategies for employment/day opportunities upon graduation from school. Responsibilities include providing the individual and their family with outreach to DDS resources, conduct Level of Need evaluations, develop Individual Plans (IP), attend PPT's, assist family with entitlement paperwork, work with individuals and their family on employment/day opportunities, and make necessary referrals to the Regional Planning Resource Allocation Team (PRAT ) committee. This position will work closely with the West Region IFS Resource Team, especially Transition Coordinators and Education Liaisons. Performs related duties as required.

**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 intellectual disabilities in the areas of behavior, education or rehabilitation.

**Special Requirements:** Incumbents in the class must have understanding of social work practices, familiarity with community resources and government entitlement services, knowledge of developmental disabilities and treatment, oral and written communication skills, computer use, record keeping skills, fluency in Spanish would be a plus, but is not a requirement. A valid Connecticut Driver's license is required, will be required to travel throughout the West Region.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Department of Developmental Services - West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Fax: 203-574-8857  
[Belinda.weaver@ct.gov](mailto:Belinda.weaver@ct.gov)

**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.