

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: Southbury Training School

Job Posting No: 016516

Hours: Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. (Must be Flexible to meet agency needs)

Salary: \$2,133.95/bi-weekly

Closing Date: June 18, 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 DDS Case Manager job classification. Case Management/QMRP responsibilities for a caseload of individuals residing in ICF/MR certified cottages. Duties include Overall Plan of Service/Individual Plan development, service coordination, referral, advocacy, program monitoring, legal and entitlement process and follow-up, placement, Program Review Committee, Human Rights Committee coordination, implementation of court orders, Planning and Resource Allocation Team coordination, community placement planning and development, Quality Service reviews, record keeping, and family support. Will complete QMRP responsibilities for all assigned cases. Required to review individual client service plans for conformity to Federal ICF/MR regulations; assist with responses to ICF surveys, inspections, and IPR/UR as required; may coordinate the development and assist with the implementation of Plans of Correction. Performs other related duties.

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 this class may be required to possess fluency in a foreign language for designated positions. Incumbents in this class may be required to travel. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities. **Must be eligible for certification as a Qualified Mental Retardation 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 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, 4th Floor
55 West Main Street
Waterbury, CT 06702
Fax: 203-574-8857
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.