

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: Private Division – Northwest Center – Torrington

Job Posting No: 015615

Hours: Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. (Flexible schedule to address Consumer and department needs)

Salary: \$2,133.95/bi-weekly

Closing Date: June 11, 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 specification. Caseload consists of individuals residing in Community Living Arrangements in the Greater Torrington area. Responsible for ensuring that a Person Support Team (PST) assembles to complete an Individual Plan (IP) on all individuals served on this caseload; ensure that all necessary documentation is maintained according to DDS regulations: maintenance of Home and Community Based (HCBS) Waiver documentation, Individual Plan, semi-annuals reviews, all appropriate assessments, Targeted Case Management (TCM), Implementation of Quality Service Reviews and follow up, including Development of Plans of Correction in response to Quality Assurance reviews. Incumbent will also be responsible for informing individuals of DDS policies/procedures and appeal processes, choice of service options and support providers, coordination and completion of the Level of Need for resource allocation, identifying health and safety risks; Liaison with the region's Planning and Resource Allocation Team, perform guardianship assessments, disseminate and monitor benefit information, interface with private and public agencies, communication between providers, guardians, and families of the individual being served. Individuals on this caseload reside in licensed CLA's, CRS's and Independent Living models. 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. Will need to have exceptional organizational skills to ensure Medicaid Waiver Compliance. Experience with the IP6 budget system plus. Must be able to work well with families, and have a general understanding of self directed support. A valid Connecticut Driver's license is required; some out of state travel may be required. When assigned to a caseload of individuals, the majority of whom 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.