

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 – Cheshire/Waterbury (Community Companion Home)

Job Posting No: 015799

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: 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 DS Case Manager job classification. Provides case management services to individuals residing in Community Living Arrangements, Supported/Independent Living and Continuous Residential Supports. Other residential programs including out of state may become part of this caseload depending on the needs of this agency and/or satellite office. Most of this caseload is located in the Greater Waterbury area and adjacent towns. Responsible to write Individual Plans, quarterly reviews and monitor the services provided, Comprehensive Waiver documentation, electronic data base, TCM, Review guardianships as required by the Probate Court. Convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify client Individual's service plans; coordinates integration of day program, residential, medical and other services provided to each consumer and ensures service delivery; develops social service evaluations and service recommendations; maintains regular contact with assigned clients and their families; provides supportive counseling to consumers and their families (in regards to departmental services) ; gives information to consumers, guardians and families regarding their 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. Perform 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: Must possess 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 supports. Valid Connecticut driver's license; some out of state travel 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 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.