

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:** 017037

**Hours:** 1<sup>st</sup> Shift: Monday - Friday 8:30am - 4:00pm; RDO's Saturday, Sunday. Must be flexible to meet agency need. Some evening hours may be required

**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 caseload will consist of all waived cases. IFS Case Manager responsibilities will include ensuring compliance with DDS policies and procedures, maintaining Medicaid Waiver compliance, carrying out Individual Plan (IP) process, including all areas necessary to assemble an interdisciplinary team, run the meeting, type, dissemination and filing of all related documents, IFS Case Manager is responsible for developing individual budgets, completing annual Level of Needs application and completing Quality Service Ratings (QSR). They are also responsible to ensure that all necessary documentation is maintained according to DDS and federal regulations. This includes maintenance of Home and Community Based Waiver documentation, Targeted Case Management, guardianship assessment and hearing decisions, benefit information, and medical information, monitor service delivery (quality reviews) and request services from DDS and other agencies as needed, responsible for communication between individual providers/ agencies and guardian/parents of the client. 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 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, especially with individuals with elderly parents. A valid Connecticut Driver's license is required, will be required to travel. 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, 4<sup>th</sup> 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.