

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 examination list**

Location: Self Determination Division – Cheshire/Waterbury/Torrington

Job Posting No: 017458

Hours: 1st Shift – 9:00am – 4:30pm; RDO's Saturday, Sunday. Must be flexible in hours to meet agency and client needs.

Salary: \$2,133.95/bi-weekly

Closing Date: March 26, 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. Caseload consists entirely of Federal Home and Community Based Services (HCBS) and Individual and Family Services (IFS) waived cases. Responsibilities include ensuring compliance with DDS policies and procedures and maintaining HCBS and IFS Medicaid Waiver policies. Also responsible for developing individual annual Plan; individual budgets; completing annual Level of Needs and completing Quality Reviews. It is important that the services individuals on this case load receive are meeting their needs, especially in the areas of health and safety. 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: Will need to have exceptional organizational skills to ensure Medicaid Waiver Compliance. Experience with the IP6 budget system plus. Must be QMRP qualified. Must be able to work well with families and their children in the VSP, and have a general understanding of self directed supports. Valid Connecticut driver's license, travel required. **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
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.