



STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
West Region



VACANCY
PLEASE POST

DATE: June 1, 2012

CLOSING DATE: June 11, 2012

POSITION	Developmental Services Case Manager
POSITION #	015615
LOCATION	Private Division - Northwest Center - Torrington
SCHEDULE	Monday - Friday 8:30am - 4:00pm; RDO's Saturday, Sunday. Must be flexible in hours to meet agency and client needs.

Full Time
 Part Time
 Hours Per Pay Period

EXAMPLE OF DUTIES

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.

EXPERIENCE & TRAINING

General Experience	Six (6) years of experience in working with individuals with intellectual 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 who reside in Intermediate Care Facilities must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.

Note: This is a competitive classification. All applicants must currently be a Developmental Services Case Manager with the State of Connecticut or be on the current Department of Administrative Services Certification Exam List for Developmental Services Case Manager.

NOTE DDS Employees: to view additional postings; please visit the new DDS Intranet site - Inside DDS – at www.ct.gov/ddssi and click Job Opportunities at the top of the page.

TO APPLY: Please complete a DDS Transfer/Promotion application, including the Position # and a copy of your most recent performance appraisal **by 11:59pm on the closing date indicated above.** Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

Department of Developmental Services – West Region

Rowland Government Center

55 West Main Street, 4th Floor

Waterbury, CT 06702

Attn: Human Resources Recruiter

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Telephone (203) 574-8814 Fax: (203) 574-8857