

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: 017455

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 DDS Case Manager job specification. Caseload consists of consumers residing in the Greater Torrington area receiving Private HIS (Individual Home Services) and 24/hr supports in privately run Community Living Arrangements (CLAs), Independent Living Arrangements, Out of State Residential facilities and Continuous Residential Supports. Responsibilities include ensuring that Person Support Team assembles to complete an Individual Plan (IP) on all individuals served on this caseload. Also responsible to ensure that all necessary documentation is maintained according to DDS and CMS regulations; this includes maintenance of Home and Community Based Waiver documentation, Individual Plan (IP), semi-annual reviews, all appropriate assessments, Targeted Case Management (TCM), Implementation of Quality Service Reviews (QSRs) and follow up, including Development of Plans of Correction in response to Quality Assurance reviews. Informing individuals of DDS policies/procedures and appeal processes, and choice of service options and support providers. Coordination and completion of the Level of Need for resource allocation and 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. Responsible for communication between provider agencies and guardian/parents of the individual being served. Individuals on this caseload will be residing in licensed CLA's. Some out of state travel may be required. 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: 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: traveling out of state for those individuals who reside in Residential Schools. **Must be a QMRP qualified**

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
Yolette.Tappin@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.