

Department of Development Services – West Region
JOB OPPORTUNITY
REVISED
Developmental Services Program Manager (General)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Waterbury – Private Division

Job Posting No: 0100269

Hours: 1st Shift ~ 8:30am – 5:00pm, RDO's Saturday, Sunday. (80hrs.)

Salary: \$2,898.59/bi-weekly

Closing Date: March 5, 2012

Eligibility Requirement: This is a competitive position. Candidates must have applied for and passed the Developmental Services Program Manager (General) 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 Program Manager (General) job classification. Administering the West Region budget for private residential, day supports, forensic, Voluntary Services Program, rent subsidy and regional funding transfers. Provides oversight and tracking of individual budget and contracts; analysis of financial reports; reviews and oversees various financial reports such as: Operational Plans, End of the Year reports, Expense Report, Annual Reports. Strong ability to analysis and interpret fiscal and programmatic data. Applicant must be highly skilled in fiscal management, E CAMRIS and POS processing. Assists in the management of a variety of SID accounts. Applicant must have extensive knowledge of the Medicaid Waiver. Oversees the quality improvement plans for contracted services and supports. Management and oversight of data systems. Oversee the FI Liaison role. Conduct investigations and audits. Manages a staff of 12. Assists in the development of RFP's and participates in the RFP review process for regional and statewide RFP's; monitors referral and placement activity for residential and day services. Assist in emergency placements, manages age out planning and graduate funding; assist in coordination of individuals returning to Connecticut from out of state placements; assist in moving the employment initiative forward with all stakeholders. Member of the PRAT, URR, Forensic, and various DDS committees and work groups. Day to day management of emergency issues, strong ability to problem solves and work independently. Frequent contact and communication with providers, individuals, families and other stakeholders. Works in conjunction with other agency divisions to ensure quality services are being delivered to individuals. Also must perform periodic Manager on Call duties for the Region. Special projects and committee work as necessary. Must be able to develop creative solutions, have strong communication skills, must be an advocate for consumers. Some evening and weekend work on occasion will be necessary. Performs other related duties as required.

General Experience: Eight (8) years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

Substitutions Allowed: A Master's degree in education, psychology, rehabilitation therapy, social work or a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirements: Candidates must possess good oral and written communication skills needed to communicate effectively with families and professionals. Must possess good computer skills as many duties rely on use of specific computer programs. Valid Connecticut driver's license required, as travel will be required

Interested candidates may submit a cover letter, resume, state application (CT-HR-12) and two (2) letters of professional references to:

Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street, 4th Floor
Waterbury, CT 06702
Fax: 860-622-4951
Belinda.weaver@ct.gov

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

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.