

Department of Development Services – West Region
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT

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

Open To: On Current Exam List
Location: Individual and Family Services Division - Lower Fairfield Center – Norwalk/Danbury
Job Posting No: 018082
Hours: 1st Shift ~8:00am – 4:30pm, RDO's Saturday, Sunday. (Flexible to meet agency needs)
Salary: \$2,291.15/bi-weekly
Closing Date: April 23, 2012

Eligibility Requirement: This is a **competitive position**. **Candidates must have applied for and passed the Developmental Services Supervisor of Case Management 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 Supervisor of Case Management job classification. Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in developmental disabilities and updates Case Managers accordingly; assures implementation of the DDS initiatives, vision/mission and all other state mandates; explains departmental programs, policies and procedures to workers, consumers and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes inter-disciplinary team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving consumers; assists in administration of region participation in federal reimbursement programs; may represent facility in any legal proceedings involving consumer. Perform related duties as required.

General Experience: A Bachelor's degree and three (3) years' experience providing case management or casework services to an assigned caseload of individuals.

Special Experience: One (1) year of the General Experience must have been providing case management or casework services to persons with developmental disabilities.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in psychology, special education or a related field may be substituted for one (1) year of the Special Experience.

Special Requirement Candidates must possess good oral and written communication skills to communicate well with families and professionals. Valid Connecticut driver's license required. Incumbent will be required to travel.

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 (CT-HR-12) to:

Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street, 4th Floor
Waterbury, CT 06702
Attention: Belinda D. Weaver
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.