

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 a current examination list.

Location: Norwalk – Public Division

Job Posting No: 090661

Hours: 1st Shift: Monday - Friday 8:30am - 4:00pm; RDO's Saturday and Sunday
Must be flexible to meet agency needs.

Salary: \$2,133.95.05/bi-weekly

Closing Date: February 20, 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 Developmental Services Case Manager job classification. This caseload will consist of individuals who reside on ICF/MR campus and at a Public Community Living Arrangement (CLA). This position will ensure that all CMS (Centers of Medicaid and Medicare Services) both state and federal requirements are adhered so to maintain compliance of the facility's license; coordinate and facilitate interdisciplinary team meetings so to develop, transcribe, disseminate, review and modify consumer (IPs) annual Individual plans & quarterly reviews; coordinate integration of day program, residential, medical and other services provided to each consumer and ensures service delivery; develop social service evaluations and service recommendations; responsible for ensuring that all necessary documentation is maintained according to DDS and DPH. including but not limited to: implementation, monitoring, and revision of the Individual Plan and periodic reviews, review reports and assessments for accuracy, complete guardianships, budget development, portability, benefit & entitlement support; adhere to and implement when applicable the department's processes as they relate to consumer needs: DNRs (Do Not Resuscitate), P&As (Protection and Advocacy), PRC (Programmatic Reviews), HRC (Human Rights), PRAT (Planning and resource allocation), URR (Utilization Reviews), FMA(Fiscal Management Agreements), TCM (Targeted case management) and Electronic case notes, Continued Stays, Action Plan System; responsible for communication between the public team, provider agencies, DSS and other essential state/federal agencies, the individuals and their guardians/family members; responsible for conducting quality measures through completion of QRS (Quality Service Reviews); encourage consumer/family participation in service planning process; acts as liaison and provide technical assistance to service providers and monitors compliance with departmental policies and procedures; maintenance of consumer files; ensures that legal and financial documents are completed in a timely manner; performs 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: Candidates must possess good oral and written communication skills. Valid Connecticut driver's license required. Travel required for individuals who reside in out of state Residential Schools. QMRP preferred

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 a **CT-HR-12** 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.