

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION
P.O. Box 872
Southbury, CT 06488

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

POSTING DATE: December 7, 2010

CLOSING DATE: December 13, 2010

POSITION: Developmental Services Case Manager

POSITION #: 018311

LOCATION: Private Administration Division (CTH) – Stratford/Bridgeport

SALARY RANGE: \$2,133.95/bi-weekly

SCHEDULE: Monday through Friday – 8:30am – 4:00pm, RDO's Saturday, Sunday.
Must be flexible in hours to meet agency and client needs.

HOURS PER PAY PERIOD: Full Time – 70 hours/bi-weekly

ELIGIBILITY REQUIREMENTS: 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. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

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

EXAMPLE OF DUTIES: Duties consistent with the DS Case Manager job classification. Provision of Case Management services in the Private Division to individuals residing in Community Training Homes. Caseload will be located in the Greater Stratford and Bridgeport areas. Case Manager convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify client Individual's service plans; coordinates integration of day program, residential, medical and other services provided to each consumer and ensures service delivery; develops social service evaluations and service recommendations; maintains regular contact with assigned clients and their families; provides supportive counseling to consumers and their families (in regards to departmental services); gives information to consumers, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers as well as other state or private agencies and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of consumer's files including all required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required. In addition, case manager should ensure that all communication and team planning occurs with the consumer's residential, vocational/day supports, families and team players for delivery of appropriate vocational/educational, social, residential and health services that are in conformance with DDS and the Home Community Based Waiver's regulations when specifically assigned.

EXPERIENCE AND 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 Requirement: 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

TO APPLY: Please send a resume and CT-HR-12, including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59pm on the closing date indicated above.**

Send Applications to:
Department of Developmental Services - West Region
P.O. Box 872, Southbury, CT 06488
Attention: Belinda D. Weaver
Fax: 203-586-2706
E-mail: 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.