

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

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE](#)

DATE: November 17, 2010

CLOSING DATE: November 22, 2010

POSITION: Developmental Services Case Manager

POSITION #: 090661

LOCATION: Norwalk – Public Division

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

SCHEDULE: Monday – Friday 9:00am – 4:30pm; RDO's Saturday, Sunday. Must be flexible 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.

**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. Caseload consists of ICF/MR consumers residing at the Lower Fairfield Regional Center and Martin House Community Living Arrangement (CLA). Convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify client service plans; participate in quarterly review process; coordinates integration of day program, residential, medical and other services provided to each client and ensures service delivery; develops social service evaluations and service recommendations; maintains regular contact with assigned clients and their families; gives information to clients, 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 and monitors compliance with departmental policies and procedures; provider quality oversight of qualified provider services through conducting Quality Services Reviews and ensuring resolution to Corrective Action Plans; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of client files including 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. Will review individual client service plans for conformity to Federal ICF/MR regulations; assist with response to Intermediate Care Facility surveys, inspections, and Continued Stays as required; may coordinate the development and assist with the implementation of Plans of Correction; knowledge of DDS Home and Community Based Services Waiver, enrollment process and maintain eligibility. Assist in overall coordination of supports and services, explore portability for alternate residential and day services, develop and create Individual Plans, budgets, work with both internal and external agencies to maintain individual's entitlements and ICF/MR eligibility. Performs related duties as required.

## **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](mailto: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.