



DEPARTMENT OF DEVELOPMENTAL SERVICES - WEST REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES ASSISTANT REGIONAL RESIDENTIAL MANAGER

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

Open To: Public

Position: Developmental Services Assistant Regional Residential Manager (MP 61)

Location: **Community Companion Home (CCH) - Cheshire Regional Center, Cheshire**

Job Posting No: **0109278**

Hours: Monday - Friday 8:00AM – 4:30PM (Full-Time 80 Hours Bi-Weekly)

Salary: \$74,206 - \$101,170 (New employees to state service start at the beginning of the range)

Closing Date: September 15, 2014

EXAMINATION REQUIREMENT FOR THIS DS ASSISTANT REGIONAL RESIDENTIAL MANAGER IS WAIVED

Examples of Duties: Duties consistent with DS Assistant Regional Manager job classification. Assists Program Manager in planning, coordinating and managing activities of an agency program consisting of community living arrangements, campus residential programs or privately contracted residential services; formulates program goals and objectives; assists in development of policies; schedules, assigns and reviews work of staff; provides staff training; ensures protection of clients quality of life by monitoring program compliance and environmental safety issues; assists in establishing and maintaining ICF/IID certification including developing plans of correction; may oversee interdisciplinary team process and/or development of an overall plan of services for assigned clients; may assist Residential Manager in developing private sector contracts and monitoring quality of service delivery; performs related duties as assigned.

Knowledge, Skills and Abilities: Considerable knowledge of theory and methods used in dealing with personality and emotional development problems of persons with intellectual disabilities or other developmental disabilities particularly with concerns about how these are dealt with in a residential setting; considerable knowledge of how to establish, maintain and change residential systems and programs of care for clients including ICF requirements; considerable knowledge of ancillary needs of a residential program; knowledge of and ability to apply management principles and techniques; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of interdisciplinary approach to program planning; knowledge of human rights of persons with intellectual disabilities or other developmental disabilities; knowledge of scope of services provided by major disciplines including psychology, social work and medicine for persons with intellectual disabilities or other developmental disabilities; considerable interpersonal skills; considerable oral and written communication skills.

General Experience: Two (2) years of experience in a supervisory capacity in a residential program for persons with intellectual disabilities in a direct care or clinical services setting at the level of Developmental Services Residential Program Supervisor 1, Psychology Associate Specialist, Developmental Specialist 2 or Qualified Intellectual Disabilities Professional (Formerly Qualified Mental Retardation Professional).

Preferred Experience: Preference will be given to applicants with the following:

- Demonstrated experience leading a team in the provision of services, including review and maintenance of financial records, to individuals in licensed residential settings
- Demonstrated experience writing Plans of Correction for ICF/IID or Licensing
- Demonstrated experience implementing progressive discipline
- Demonstrated experience and skills in the use of a Computer and software, in particular Microsoft Suite – Word, Excel, Outlook
- Attended Supervisory Training
- Attended DDS Abuse and Neglect Investigator Training

Special Requirements:

Applicants who possess Qualified Intellectual Disabilities Professional certification must state clearly in their application the degrees they possess, the major course of study, the name of the conferring Academic Institution and the date of conferment. Incumbent must possess and retain a valid Motor Vehicle license. Travel will be required. Incumbent will be required to participate in the Manager On-Call program. Incumbent will be required to work, as necessary, off hours including nights and weekends to meet the needs of the individuals served by the Department.

Applicants must be current in all DDS required training. Applicants must possess or be able to obtain Medication Administration Certification and/or CPR certification.

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete applications materials will not be considered

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Belinda D. Weaver
belinda.weaver@ct.gov
Fax: (203) 574-8857 or 860-622-4951

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.