

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 current EXAM List

**Location:** Individual and Family Support Division (IFS) – Stratford

**Job Posting No:** 018099

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

**Salary:** \$2,197.97/bi-weekly

**Closing Date:** September 30, 2013

**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 DDS Developmental Services Case Manager job specification. This position will be responsible for providing case management services and support to waiver individuals (Total Case Management(TCM) eligible) in the IFS Division, who are served out of the Stratford DDS Office. Caseload is designed as a waiver caseload. The DSS Case Manager is to independently perform a full range of case management tasks in order to ensure the delivery of appropriate medical, education/vocational, social and other services. Duties include, but are not limited to; the coordination of supports, completion of Planning Resources Allocation Team (PRAT) requests, completion of protective service plans, completion of annual individual plan , completion of case notes, quality monitoring of services, assisting with the development and utilization of community resources, assist with the application and maintenance of entitlements, waiver requirement, maintain client files and data as outlined by department and federal policy and procedures/ guidelines, participate in a wide variety of meetings, liaison with other service and community agencies, as the caseload demands. Performs other related duties as required.

**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 Requirements:** Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Candidates must possess good oral and written communication skills, the ability to establish rapport with families, professionals, and to complete assigned duties. Candidates must possess good computer skills as daily use of a computer is likely (Microsoft and web based programs.) Valid Connecticut driver's license required as travel will be required. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities must be eligible for certification as a **Qualified Intellectual Disabilities Professional QIDP (formerly QMRP) as required by Federal regulations**

**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 DSW 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](http://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.**

Send application materials to:

**Department of Developmental Services — West Region**  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Yolette Tappin  
Email: [Yolette.Tappin@ct.gov](mailto:Yolette.Tappin@ct.gov) Fax: 203-574-8857

**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.