



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)

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

Open To: Candidates on current exam list and lateral transfers
Location: 460 Capitol Ave., Hartford (Autism Division)
Job Posting No: 107746
Hours: 40 hours/week – Monday - Friday (1st shift)
Salary: \$80,261 – \$109,428 (MP-63)
Closing Date: July 21, 2014

Eligibility Requirement:

Candidates must have passed the **Developmental Services Program Manager (General)** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the 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.**

This Developmental Services Program Manager position in the Autism Division will have statewide responsibility and oversight over two DDS Division of Autism Spectrum Services waivers. DDS was approved by the Centers for Medicaid and Medicare to implement a new Medicaid Waiver designed to serve young children aged three and four years-old who are diagnosed with Autism Spectrum Disorder. The Division of Autism Spectrum Services also operates a lifespan waiver with 114 individuals served to date. Waiver services for children and adults are designed to improve skills communication, social interaction and activities of daily living, while decreasing challenging behaviors

Examples of Duties:

Oversee the daily operations of both the Early Childhood waiver and the lifespan Autism Waivers; supervise two staff that function as Autism Resource and Support Specialists; This position requires the ability to facilitate and navigate the DDS waiver system; Research, create, implement and monitor Quality Assurance systems for both waivers Track and approve individual budgets for waiver participants; Monitor and provide input to providers currently providing or applying to provide services to the DDS Autism Division; Communicate with families looking for information about the waivers and explain in family friendly terms; Work collaboratively with Division Director to communicate priorities and progress to the Autism Spectrum Disorders Advisory Council; Provide written and oral updates for quarterly Autism Advisory Council Meetings; Research and analyze model programs and practices for persons with ASD and promote the development of new services alternatives; Coordinate and write annual update for Legislative Program Review and Investigations Committee; Work collaboratively with Case Management supervisor to analyze case management caseloads and issues related to Case Management; Research and create a manual for both Autism Division waivers including new policies and forms; Make needed revisions/additions to autism case management policies and procedures;; Coordinate Individual Planning improvement process and implement planning changes including Individual Progress Reviews; Update Autism Division forms and materials as needed and ensure Division staff have updated forms on shared drive/Intranet; Implementation of the DDS Five Year plan goals related to autism and family support. Work collaboratively with other DDS staff directors and Managers to provide information for multiple statewide reports and documents. Assist Director in developing networks and manage activities to identify and/or adapt new concepts, ideas and state of the art programs; Act as liaison and provide technical assistance to service providers and monitor compliance with departmental policies/procedures; Attend monthly clinical reviews and monitor implementation of specific program recommendations; Ensure that legal and financial waiver documents are completed in a timely manner; perform other related duties as required.

General Experience: Eight (8) years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

Special Requirements: Incumbents in this class will be required to travel and must have a valid driver's license.

Preferred Skills & Experience:

- Knowledge of Autism Spectrum Disorders with and without Intellectual Disability.
- Knowledge of Early Childhood programs and systems.

- Excellent knowledge of Medicaid Waivers and CMS.
- Thorough knowledge of operating systems including Outlook, Word, Excel, e-CAMRIS, etc.
- Good written and verbal communication skills.

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. 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 application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106**

Attn: Ms. Selestian Patterson

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6129 Fax: 860-920-3045

Application materials can be mailed, faxed, or emailed.

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.