

Department of Development Services – West Region
JOB OPPORTUNITY
Developmental Services Supervisor of Case Management

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

Open To: On Current Exam List

Location: Individual and Family Services Division (IFS) – Waterbury/Cheshire

Job Posting No: 015815

Hours: 1st Shift ~8:00am – 4:30pm, RDO's Saturday, Sunday. (Flexible to meet agency needs)

Salary: \$2,764.49/bi-weekly

Closing Date: September 16, 2013

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Supervisor of Case Management** 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 DS Supervisor of Case Management job classification. Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in developmental disabilities and updates Case Managers accordingly; assures implementation of the DDS initiatives, vision/mission and all other state mandates; explains departmental programs, policies and procedures to workers, consumers and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes inter-disciplinary team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving consumers; assists in administration of region participation in federal reimbursement programs; may represent facility in any legal proceedings involving consumer. Perform related duties as required.

General Experience: A Bachelor's degree and three (3) years' experience providing case management or casework services to an assigned caseload of individuals.

Special Experience: One (1) year of the General Experience must have been providing case management or casework services to persons with developmental disabilities

Substitution Allowed: A Master's degree in counseling or psychology may be substituted for one (1) year of the General Experience. A Master's degree in social work may be substituted for two (2) years of the General Experience. Seven (7) years of experience in the above types of employment may be substituted for the entire General Experience.

Special Requirement Candidates must possess good oral and written communication skills to communicate well with families and professionals. Valid Connecticut driver's license required. Incumbent will be required to travel.

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.

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
Email: Belinda.weaver@ct.gov Fax: 860-622-4591

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.