



EXAMINATION OPEN TO THE PUBLIC

DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT

ANNUAL \$66,978 SALARY: \$90,329	SALARY GROUP: HC 26	APPLICATION CLOSING DATE: NOVEMBER 19, 2015	EXAM NO: 151000OCDM
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SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Developmental Services this class is accountable for supervising Developmental Services Case Managers or Social Workers in a region or training school.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 19, 2015**.

GENERAL EXPERIENCE: The General Experience is defined as one of the following: **1)** A Bachelor's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional as set forth in federal regulations and interpretive guidelines and three years of professional experience providing case management or casework services to an assigned caseload of individuals **OR 2)** A Master's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional as set forth in federal regulations and interpretive guidelines and two years of professional experience providing case management or casework services to an assigned caseload of individuals. **NOTE:** A degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) is a degree in the field of human services, healthcare or education including but not limited to: nursing, psychology, rehabilitation counseling, special education or sociology.

SPECIAL EXPERIENCE: One year of the General Experience must have been providing case management or casework services to persons with intellectual disability. **NOTE:** For State Employees this is interpreted at the level of Developmental Services Case Manager.

SPECIAL REQUIREMENTS: **1)** Must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations. **2)** Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license. **3)** Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of intellectual disability case management practices; considerable knowledge of social problems resulting from intellectual disability and methods for dealing with those problems; considerable knowledge of inter-disciplinary approach to program planning; knowledge of public and private resources for persons with intellectual disability; knowledge of relationships between facilities for persons with intellectual disability, community agencies, courts and health facilities; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability; ability to utilize computerized software.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Developmental Services Supervisor of Case Management include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Developmental Services Supervisor of Case Management cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow.

(1) Experience providing case management services for persons with intellectual disability and their families: Detail your experience providing case management services for persons with intellectual disability and their families to ensure the delivery of appropriate medical, educational/vocational, social, residential and other services and conformance with Federal Medicaid Waiver Reimbursement Program regulations and with Federal Intermediate Care Facilities (ICF/MR) regulations when specifically assigned. Be specific as to the nature of the services you provided and the size of the caseload for which you were responsible. Include your experience monitoring and evaluating these services to ensure that delivery of services are in compliance with agency policies/procedures and State and Federal laws, statutes and regulations. Detail your experience identifying and evaluating the needs of persons with intellectual disability and developing clinical strategies to meet those needs. Describe your responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation. Describe your participation in the inter-disciplinary team approach to program planning. Be specific as to your role and responsibilities. **(2) Experience organizing, leading and/or managing task forces, community agencies and work groups regarding services for persons with developmental disabilities and related conditions:** Detail the consultation/liason activities you were involved in, to whom they were provided and the intended outcome. Be specific as to the community agencies/organizations/courts/facilities with which you dealt and the nature and purpose of the contacts. Be specific as to the size and number of the group(s) with whom you interacted and the nature of the assistance you provided. Also detail your liaison activities with these agencies/organizations/groups, the reason for these contacts and your role. **(3) Lead/Supervisory experience:** Describe your experience leading or supervising staff and operations of a unit or program. Be specific as to your role as a lead or supervisor. Include the numbers and job titles of the employees directly reporting to you as well as your involvement in staffing, assigning, reviewing and evaluating work, conducting performance reviews, staff training, taking corrective disciplinary action, and developing policies and procedures. **(4) Oral/written communication experience:** Detail your experience writing narrative reports, case summaries and correspondence. Be specific as to the purpose of these written materials, for whom they were prepared and the intended outcome. Detail any public speaking experience. Be specific as to whom it was provided, the purpose and the intended outcome. Detail your experience with others, which you feel demonstrates your oral and interpersonal communication skills. Be specific in explaining the nature of those dealings and whom they were with. **Section 2. Education:** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job.

Important Notes: **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by NOVEMBER 19, 2015.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by JANUARY 15, 2016.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

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, persons with disabilities and military veterans.