

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES CASE MANAGER-HELPLINE

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Individuals on Exam List

**Location:** Individual and Family Support, Helpline Program, New Haven, CT (Region wide responsibility)

**Job Posting No:** 022773

**Hours:** First Shift, Full-Time  
Monday-Friday, 9:00am-4:30pm

**Salary:** \$2,133.95 bi-weekly

**Closing Date:** April 23, 2012

**Eligibility Requirement:** 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.

**Knowledge, Skills and Abilities:** This Case Manager position is for the Helpline within the Individual and Family Support Division. This individual will be responsible for providing phone supports to individuals and families throughout the South Region who do not have a traditional case manager. A majority of the individuals served are children or adolescents living with their families. The responsibilities of the position will include the giving of information to families and individuals about community and DDS resources, referrals to the DDS support team for clinical and paraprofessional services, refer families to the Regional Respite Centers and help people apply for one time grants or government entitlement services. It includes the giving of short term case management to individuals who have more intensive needs in order to move them on to more intensive services. This may include emergencies in which some temporary residential services need to be found. This individual may conduct Level of Need evaluations and make referrals to PRAT or the Voluntary Services Program when needed. Understanding of social work practices, familiarity with community resources and government entitlement services, knowledge of developmental disabilities and treatment, oral and written communication skills, computer use, record keeping skills, are some of the necessary attributes for this individual. Fluency in Spanish would be a plus, but is not a requirement. Incumbents in this class may be required to occasionally travel throughout the South Region.

**General Experience:** Six (6) years of experience in working with individuals with developmental 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 developmental disabilities in the areas of behavior, education or rehabilitation.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
3. A Master's degree in Social Work may be substituted for the General and Special Experience.
4. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
5. For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience.
6. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

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

**Application Instructions:** Please submit a CT-HR-12 employment application which can be located at [www.das.state.ct.us](http://www.das.state.ct.us). Please reference the position number and provide a copy of your two (2) most recent performance appraisals or two letters of reference. All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
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FAX: 203-294-5160 OFFICE: 203-294-5123**

**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.