



**CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC
DEVELOPMENTAL SERVICES CASE MANAGER**

**ANNUAL \$60,862
SALARY: \$82,411**

**SALARY
GROUP: HC 24**

**APPLICATION CLOSING
DATE: SEE BELOW**

**EXAM
NO: 150850CRPD**

EXAMINATION DATES: DECEMBER 1, 2015 – DECEMBER 2, 2015

(Reserve both days as the exam may be scheduled for either day.)

PURPOSE OF CLASS: In the Department of Developmental Services this class is accountable for independently performing a full range of tasks in 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.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE.

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 (QIDP) as set forth in federal regulations and interpretive guidelines and two years of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation. [OR] (2) A Master’s degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and one year of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation. [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 REQUIREMENT: (1) Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions. (2) Incumbents in this class must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations. (3) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator’s license. (4) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES (KAS’s): Considerable knowledge of services available to persons with intellectual disability; knowledge of residential programs for persons with intellectual disability; knowledge of interdisciplinary approach to program planning; knowledge of intellectual disability, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to understand and translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

**THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA’s listed above.)**

**PART
WRITTEN**

**WEIGHT
100%**

APPLICATION PROCEDURE: 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Applications must be date stamped by DAS/Human Resources or postmarked by September 9, 2015 for the December 1, 2015 or December 2, 2015 test date.** Reserve both days as the exam may be scheduled for either day. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2840**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

Special Note: Due to significant revisions to the classification, all current examination lists for the above title have been abolished. If you are interested in being considered for jobs as a Developmental Services Case Manager, it will be necessary for you to apply and receive a passing score on the upcoming examination.

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

August 13, 2015

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.