



Department of Development Services – West Region
JOB OPPORTUNITY
LEAD DEVELOPMENTAL SERVICES WORKER
MARTIN HOUSE – EAST NORWALK

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

Open To: DDS EMPLOYEES

Position: Lead Developmental Services Worker

Location: Martin House – East Norwalk

Job Posting No: 018392

Hours: 1st Shift:
Week 1: - Friday, Saturday, Sunday, Wednesday, Thursday 6:00am – 2:30pm;
Regular Days Off Monday, Tuesday
Week 2: Friday, Monday, Tuesday 6:00am – 2:30pm, Thursday 6:00am – 12:00pm;
Regular Days Off Saturday, Sunday, Wednesday

Salary: \$1,746.29 - \$2,334.45/bi-weekly

Closing Date: July 21, 2014

Eligibility Requirement: Department of Developmental Services' employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

Examples of Duties: Duties consistent with Lead Developmental Services Worker job classification. Assists Supervising Developmental Services Worker in development and implementation of policies, programs, scheduling and operating procedures; directs, coordinates, evaluates and monitors performance of Community Living Arrangement (CLA), including monitoring staff implementation of individual consumer teaching strategies; confers with staff on routine operational, and special problems; coordinating medical appointments/transportation, liaison with community job sites/day programs, handles consumer funds, manages household needs, responsible for vehicle maintenance/mileage & schedules recreation/leisure activities; evaluates performance of employees in cooperation with assigned staff; conducts in-service training on support of consumers; reviews reports of subordinates and prepares periodic operational reports; insure their unit are clean and safe; may attend interdisciplinary team and administrative meetings; may work with parent and community groups; counsel employees on problems; may be assigned responsibility for orderly operation of facility on a shift; may assist in implementing plans of correction within their unit; knowledge in Intermediate Care Facility/Intellectually Disability (ICF/ID) rules and regulations. Also communicates directly to the Supervisor/ Program Supervisor/Nursing and Clinicians and is an active member of the Planning Support Team (PST). Provides back-up to the Supervising DS Worker with payroll/scheduling and other duties as needed.

Knowledge, Skills and Abilities: Considerable knowledge of modern methods of working with persons with intellectual disabilities; knowledge of rehabilitative and interdisciplinary process; knowledge of goals, policies and organization of a residential living unit; knowledge of safety, fire and first aid procedures; considerable interpersonal skills; ability to implement policies and operational procedures; ability to lead staff.

General Experience: One (1) year of experience working with persons with intellectual disabilities or other developmental disabilities at the level of Developmental Services Worker 2.

Special Requirements: Incumbents in this class may be required to be bilingual or fluent in American Sign Language; will be required to possess and retain a valid Connecticut Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions. Incumbents in this class will be required to travel.

Applicants must be current in all DDS required training. Applicants must possess or be able to obtain Medication Administration Certification and/or CPR certification.

Physical Requirements: Incumbents in this class must possess physical and emotional health for efficient performance of duties. Applicants may be required to take a physical examination.

Working Conditions: Incumbents in this class may be required to lift and restrain consumers; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive consumers and may be exposed to strongly disagreeable conditions.

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 DDS Employees 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 — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yolette Tappin
Fax: 203-574-8857**

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.