

DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER

REPOST – Previous Applicants Need Not Re-Apply

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

Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER
Position: Developmental Services Case Manager
Location: IFS, Norwich, CT
Job Posting No: 109427
Hours: Full-Time (70 hours biweekly) 8:30 AM - 4:00 PM
Salary: HC 24 \$59,089 - \$80,010 (New employees to state service start at the beginning of the range)
Closing Date: October 13, 2014

Examples of Duties: In the Individual Family Support Division, this position is accountable for independently performing a full range of tasks in providing case management services to individuals with developmental disabilities who reside at home with their families or independently. This position will ensure that all CMS (Centers of Medicaid and Medicare Services) requirements and quality assurance activities are completed as required. Case management services will include the development and continued monitoring and review of Individual Plans.

Duties include: Performs activities related to individual client services plans for conformity with federal and/or agency standards; coordinates and monitors the delivery of waived services to ensure the federal requirements for reimbursement are met and maintained and monitors completion of appropriate documentation; develops social service evaluations and service recommendations; oversees and supports continuity of care and waiver benefits; ensures maintenance of client files including required documentation; provides information and support to clients and families in obtaining and maintaining social services benefits to ensure continued waiver eligibility; provides guidance and support to client and/or family members in locating appropriate providers in the community; convenes, chairs and facilitates planning support team meetings to develop, review and/or modify client service plans; coordinates integration of day program, residential, medical and other services provided to each client and ensures service delivery; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental and waiver policies and procedures; maintains regular contact and provides supportive guidance to assigned clients and their families; gives information to clients and/or call-in's, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; schedules program reviews and monitors implementation of specific program recommendations; ensures that legal and financial documents are completed in a timely manner; informs appropriate supervisor and regional administrative staff when services are not or cannot be provided; may coordinate the development and assist with the implementation of Plans of Correction; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to 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.

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.

Special Requirements:

1. Incumbent must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations. Applicants should clearly state on the application the degree(s) they possess, major courses of study, the conferring Academic Institution and the date of conferment.
2. Incumbent must possess and retain a valid motor vehicle license. 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 All 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.

**Application materials can be emailed, faxed, or mailed to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter**

Email: DDS.SR.Recruiting@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

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.