

DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION
P.O. Box 872
Southbury, CT 06488
Supervising Developmental Services Worker I

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

OPEN TO: Agency Employees

POSITION: Supervising Developmental Services Worker I

POSITION #: 098179

LOCATION: Lower Fairfield Center – Bldg. 1, Apt C/D

SALARY: \$1,813.72/bi-weekly

SCHEDULE: 1st Shift: Friday, Tuesday, Wednesday, Thursday 9:00am – 4:30pm, Monday 2:00pm – 9:30pm; RDO's Saturday, Sunday (works weekend shift every six weeks)

HOURS PER PAY PERIOD: Full Time – 70 hours/bi-weekly

POSTING DATE: May 16, 2011

CLOSING DATE: May 23, 2011

Eligibility Requirement: Department of Developmental Services employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

EXAMPLES OF DUTIES: Duties consistent with Supervising Developmental Services Worker 1 job classification. Coordinates and supervises or assists in supervision of a residential living program including assigning work and evaluating staff performance; assists in development of policies, programs and operational procedures; directs implementation of these policies, programs and procedures in accordance with state and federal regulations and needs of clients; arranges for fire drills and safety inspections; supervises staff by directing and advising them on work, reviewing reports and conferring with them on daily operational, disciplinary and special problems; arranges for and coordinates provision of appropriate supportive care services such as housekeeping, dietary, maintenance and laundry; secures and distributes supplies and equipment for teaching strategies and clients personal needs; arranges for client transportation; monitors client fund spending; assists in unit response to surveys and inspections; coordinates, evaluates and may participate in residential care program within unit including care, feeding, clothing and treatment of clients; may provide orientation and inservice training to subordinate staff; may complete and review for accuracy a variety of reports, notes, logs and requisitions, etc.; may design and write residential living programs; may attend interdisciplinary team and administrative meetings; may coordinate community support services for clients; may administer first aid in emergency situations; knowledge of ICF/MR rules and regulations. Performs related duties as required.

EXPERIENCE AND TRAINING

General Experience: One (1) year's 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. Incumbents in this class may be required to travel. Valid Connecticut driver license, and Public Service endorsement required within (4) months of transfer or hire.

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

TO APPLY: Please send a resume and PLD-1 including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59pm on the closing date indicated above.**

Send Applications to:
Department of Developmental Services - West Region
P.O. Box 872, Southbury, CT 06488
Attention: Yolette Tappin
Fax: 203-586-2706
E-mail: yolette.tappin@ct.gov

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.