

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 #:** 098193

**LOCATION:** Ella Grasso Center –Stratford

**SALARY:** \$1,813.72/bi-weekly

**SCHEDULE:** 1<sup>st</sup> Shift: Friday, Tuesday, Thursday: 7:00am-2:30pm; Saturday, Wednesday, 1:00pm-8:30pm. Regular Days Off, Sunday, Monday

**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; may be part of a panel to interview candidates for position openings; 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.

**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](mailto: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.