

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES- WEST REGION
JOB OPPORTUNITY
SUPERVISING DEVELOPMENTAL SERVICES WORKER I

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

Open To: DDS Agency Employees Only

Position: Supervising Developmental Services Worker I

Location: Southbury Training School

Job Posting No: 016854

Hours: 1st Shift: Saturday, Tuesday, Thursday: 6:30am – 1:30pm, Friday, Wednesday 1:30pm – 8:30pm; Regular Days Off Sunday, Monday

Salary: \$1,868.17/bi-weekly

Closing Date: December 3, 2013

Eligibility Requirement: Department of Developmental Service employees currently holding the above title, those who have previously attained permanent status in the class or have the General Experience.

Knowledge, Skills and Abilities: Duties consistent with Supervising Developmental Services Worker 1 job classification. In ICF/24 hour nursing residence: works with nursing to facilitate admissions of consumers with acute nursing/medical needs. Assists in development and implementation of policies, programs, scheduling and operating procedures; directs, coordinates, evaluates and monitors performance of residential program unit including monitoring staff implementation of individual consumer plans; teaching strategies; confers with staff on routine operational, disciplinary and special problems; evaluates performance of consumers and employees in cooperation with assigned staff; conducts in-service training on intellectual disabilities practices and procedures and care of consumers; arranges consumer search parties and coordinates emergency responses; reviews reports of subordinates and prepares periodic operational reports; insure their unit are clean and safe; attend interdisciplinary team and administrative meetings; may work with parent and community groups; counsel consumers or employees on problems; may be part of a panel to interview candidates for position openings; may be assigned responsibility for orderly operation of facility on a shift; may assist in implementing plans of correction within their unit; knowledge in ICF/MR rules and regulations. Performs related duties as required.

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: Must possess considerable interpersonal skills, adaptable and flexible to constant change. May be required to be certified in Medication Administration or successfully complete certification within four months of employment. Must be certified in Adult CPR. Incumbents in this class may be required to be bilingual or fluent in American Sign Language. Valid Connecticut driver license 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 Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW 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.

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yvette Tappin

Email: Yolette.Tappin@ct.gov Phone: 203-574-8817 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.