



Job Description

Position Title: Case Manager

FLSA: Non-exempt

Range: 20

(\$57,408 - \$79,140 annually on a 14-step scale, candidates typically start at first step)

Reports to: Case Management Supervisor

Supervisory Responsibilities: None

SUMMARY:

Assist adults with disabilities and older persons to assess their needs, authorize and obtain in-home and community based services to: (1) maintain their independence in the community; (2) be diverted from nursing home or other institutional settings (3) make a timely return home following a short hospital or residential stay; and (4) remain at home with support despite functional impairments. Develops and administers a service plan which will result in maintaining the client at the highest level of independent living possible while still addressing the issues which arise in acute situations.

ESSENTIAL FUNCTIONS:

- Perform comprehensive functional assessments and reassessments for clients.
- Development of an appropriate plan of care to assist client with identified outcome objectives.
- Short-term and long-term intensive service plan implementation, including authorization of specific in-home and community services to meet the identified client needs.
- Resolution of client directed concerns with service delivery quality.
- Coordination with providers of client services.
- Termination planning and follow-up.
- Utilize in-house nursing staff for case consultation, service plan development and provider oversight.
- Maintenance of manual and computerized client records.
- Coordination of services with other community service providers including mental health and disability service organizations.

Knowledge, Skills, and Abilities:

- Knowledge of local in-home and community options and resources for the elderly and adults with disabilities and their caregivers.
- Direct functional assessment, service planning and implementation experience.
- Ability to function in a multi-lingual, multi-cultural environment, including providing service with use of interpreters.
- Ability to travel to and from client's homes and other community agencies which might not be ADA accessible.
- Ability to maintain paper and electronic records and files of clients and services provided and to report those accordingly.
- Ability to establish and maintain effective working relationships with clients, families, caregivers, diverse service provider network, medical personnel, and Agency staff.

- Ability to work independently in the field
- Ability to work under pressure, within short timelines to implement service plan.
- Ability to communicate verbally in the English language in face-to-face one-on-one settings, in group settings, by personal computer, or using a telephone.
- Ability to produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Computer and software skills; ability to operate general office equipment; work at a desk using phone and computer for up to eight hours a day.

Minimum Qualifications:

- Master's Degree in behavioral or health science and one year paid on the job social service experience OR
- Bachelor's Degree in behavioral or health sciences and two years of paid on the job social service experience OR
- Bachelor's Degree and four years of paid on the job social service experience
- Possession of a valid driver's license and minimum state-required vehicle insurance and have use of reliable transportation.

Working Conditions and Physical Effort:

- While performing assessments in varied residential environments, the employee travels by automobile and is exposed to changing weather conditions.
- A portion of the work is in a typical interior/office work environment. After a trial period, employees may work remote up to 2 days per week.
- While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls, and reach with hands or arms. The employee occasionally lifts or moves up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised Date: March 19, 2009

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.