

EmployAbility

Exempt:

Non-Exempt: Yes

Title: Case Manager

Reports To: Director of Day Services

Department: Day Services – Case Management

Effective Date: July 1, 2018

JOB SUMMARY

The Case Manager will provide support to individuals and their families through advocacy, coordination, and linkage to community resources and support services. This position also provides discretionary and independent judgment in operating practices, such as: individual advocacy groups, agency quality improvement, and/or after hour emergencies. This position is responsible to the Director of Day Services.

ESSENTIAL JOB DUTIES

1. Maintains frequent and regular contact with individuals and families onsite and in the community.
2. Ensures that all notes will be entered into the documentation system.
3. Carries an assigned caseload and assists other Case Managers in providing services to individuals receiving services as appropriate.
4. Assists in identifying the individual's needs and practical ways to meet them.
5. Maximizes the health and safety of each individual served and monitors them for changes.
6. Ensures individual's choices are respected.
7. Participates, develops, and helps coordinate the person's Individual Service Plan, Supports Intensity Scale and Health Risk Screen Tools.
8. Monitors the individual's on-going needs and assures the quality services outlined in the ISP.
9. Assists in specific individual training/ recreation such as: travel training, money management skills, health issues, education of individuals in advocacy rights, EmployAbility sponsored Recreation Nights etc.
10. Ensures continuous and coordinated care with the agency.
11. Advocates for and assists in the development of Natural Supports.
12. Provides linkage and referrals to services and supports.
13. Organizes and maintains individual files to insure compliance of all standards.
14. Maintains on-going communication with support coordinator to ensure all supports are in place for individual and their families.
15. Understands and is able to explain individual waiver budgets and the services the budgets can purchase.
16. Must be able to maintain CPR and First Aid training.
17. Must be able to obtain and maintain HRST certification as well as ISP, SIS training.
18. Provides Community Access to Individuals.
19. Additional Duties as assigned.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change per job requirements and/or unscheduled events.

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COMPETENCIES

1. Knowledge of: Wide variety of programs and resources to effectively meet the needs of people who have developmental disabilities.
2. Skill at: Must have good oral, written, and auditory skills to effectively communicate with persons receiving services and other stakeholders. Must also be able to work autonomously when providing case management.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Psychology, Social Work, or related field.
2. Demonstrated experience in the field of Human Services for at least 2 years.
3. Must hold a valid Georgia Driver's License, multi-passenger automobile, appropriate auto insurance and a good driving record.

PREFERRED QUALIFICATIONS

1. Ability to qualify for a Developmental Disabilities Professional and Maintain the D.D.P. title.
2. Experience with THERAP database system.

JOB REQUIREMENTS

1. Working Conditions: Normal office activity
2. Equipment Operation: Must be computer literate to include familiarity with Microsoft Word, Microsoft Outlook, Internet Explorer, Microsoft Excel, or other similar programs.
3. Physical Requirements: Must be able to lift at least 25 lbs. and stand or sit for long periods of time. Effective verbal and auditory communication skills necessary. Vision must be adequate to safely operate vehicles, equipment and perform quality inspections of work.
4. Other Requirements: Must successfully pass criminal background check, reference checks, education verification, drug test, physical exam, drivers' license and proof of insurance.

SUPERVISION OF OTHER POSITIONS

1. Responsible for supervision of individuals while in community, as well as assisting with other individuals in Training Services and Day Habilitation while onsite.

SALARY/BENEFITS

Salary is commensurate with education, qualifications, and work experience. Benefits include paid holidays, vacation and sick leave, and a comprehensive benefits package.

APPLICATION DEADLINE

Position considered open until filled. Background investigation and finger printing will be required. This job description is a temporary guide, subject to change at the discretion of management. The incumbent may be required to perform any other related duties as required by the supervisor. If you are employed after hours with a job other than EmployAbility, please contact Human Resources to complete the required form.

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Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____