

FIVCO AREA DEVELOPMENT DISTRICT

Equal Opportunity Employer

POSITION DESCRIPTION

JOB TITLE: Part-time Case Manager

LOCATION: FIVCO ADD Office

REPORTS TO: Homecare/PDS Co-Director

SALARY RANGE: \$13-15/Hour

HOURS PER MONTH: Will average 2 to 3 days per week but no more than 99 hours per month.

General Summary: Performs in-home visits to assess/reassess clients in the Homecare and Medicaid waiver programs and perform related duties as required. Travel throughout the five county service area (Boyd, Carter, Elliott, Greenup and Lawrence counties) as assigned.

Essential Duties:

1. Act as case manager for Homecare and/or Medicaid waiver clients and all duties that case management entails.
2. Perform in-home eligibility assessments and reassessments.
3. Monitor clients with face-to-face in-home visits as required by individual programs.
4. Links clients with proper resources.
5. Negotiates and prepares care plans.
6. Initiates any corrective action.
7. For PDS clients, provides training information, processes time sheets and works closely with the finance officer to provide accurate billing information.
8. Performs other duties as assigned.

Minimum Qualifications:

Bachelor's degree in social work, psychology, sociology or a field relevant to human services; or a bachelors' degree in nursing with current license, or a two year RN with an additional two years of experience working with the elderly/disabled and current license. Must be able to pass any required drug test, criminal background check and new hire physical exam. Valid driver's license required.

Send resume to : sherry@fivco.org or Sherry McDavid, 32 Fivco Court, Grayson, KY 41143