**FIVCO AREA DEVELOPMENT DISTRICT**

**EQUAL OPPORTUNITY EMPLOYER**

**POSITION DESCRIPTION**

JOB TITLE: Case Manager LOCATION: Fivco ADD office with travel

 throughout 5 county service area

REPORTS TO: Aging/Disabilities Co-Director SALARY RANGE: $13-15/hour

 State Programs

WORK HOURS: M-F, 8 a.m. to 4:30 p.m. with one hour lunch of 8:30 a.m. – 4:30 p.m. with ½ hr lunch

GENERAL SUMMARY: Performs in-home visits to assess/reassess clients (aging and disabled) in the Homecare and Medicaid waiver programs and perform related duties as required. Travel in Boyd, Carter, Elliott, Greenup and Lawrence counties as assigned. Must be extremely organized and detail oriented.

ESSENTIAL DUTIES:

1. Act as case manager for Homecare and/or Medicaid waiver clients and perform all duties required.
2. Perform in-home eligibility assessments and reassessments.
3. Monitor clients with face-to-face in-home visits as required.
4. Links clients with proper resources.
5. Negotiates and prepares care plans.
6. Initiates corrective action.
7. For PDS waiver 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 bachelor’s degree in nursing with current license, or a two-year RN with an additional two years of experience working with the elderly/disabled and a current license. Must be able to pass any required drug test, criminal background check and new hire physical exam. Valid driver’s license required.

BENEFITS:

Single health, vision, dental and life insurance, County Employee Retirement System, paid vacation and sick time.

Send resume with three references to sherry@fivco.org (all lower case) or Sherry McDavid, FIVCO ADD, 32 Fivco Court, Grayson, KY 41143