

POSITION: Case Manager

SALARY RANGE: \$12.50-\$15.00/hr

DIVISION: Aging and Disabilities

FT W/Benefits

SUPERVISOR: Case Manager Supervisor

SUPERVISES: No one

Class Characteristics: Will link clients to appropriate, comprehensive and timely home or community based services as identified in the plan of care. Will make home visits and phone calls as required.

General Duties and Responsibilities:

1. Will plan, refer, monitor, advocate and follow the timeline of the assessor to obtain a Level of Care and development of the Plan of Care.
2. Will coordinate services and supports from all agencies involved in providing services required by the Plan of Care.
3. Will ensure that all service providers have a working knowledge of the Plan of Care
4. Will ensure that services are delivered as required.
5. Will assist clients in applying for other services or benefits for which they qualify.
6. Be responsible for coordinating, arranging and documenting client services provided by any funding source or volunteer.
7. Make a reasonable effort to secure and utilize informal supports for clients and document reasonable effort in the case record.
8. Monitor clients by conducting a home visit according to the assessed level of need and make a telephone call between home visits.
9. Enter all data into the reporting system in a timely manner.
10. Document in the case record each contact made with a client or on behalf of a client.
11. Will explain the DAS-889 Quality Service Agreement and assist with client complaints as needed.
12. Determine fee paying status for clients.
13. Travels to required meetings and trainings, including overnight.
14. Performs any other duties as assigned.

Qualifications:

*Bachelor's degree in a health or human services profession from an accredited college or university with at least one year's experience or the education or the experiential equivalent in the field of aging or physical disabilities or

*RN currently licensed as defined in KRS314.011(10) with at least two year's experience as a professional nurse in the field of aging or physical disabilities or

*Master's degree from an accredited college or university

Knowledge, Skills and Abilities:

*Knowledge of federal and state statutes, regulations and policies relating to aging and disability issues.

*Knowledge of community resources.

*Skills in computers and detailed reporting.

*Strong interpersonal skills relating to the elderly and disabled.

*Ability to formulate comprehensive planning and to communicate them clearly and concisely, both orally and in writing.

- *Ability to establish and maintain effective working relationships with co-workers, clients, family members and professional staff.
- *Ability to prioritize work, meet deadlines, schedule and keep appointments.
- *Ability to keep accurate records and client charts.
- *Ability to maintain composure under stressful situations.
- *Ability to work independently but under the supervision of the Case Manager Supervisor

Additional Requirements

- *Normal office equipment will be used (computer, laptop, copier, telephone, fax machine, etc.) and must operate a vehicle as a job requirement.
- *Work is typically performed while setting at a desk or table with intermittent standing, stooping, and walking, driving, and all aspects of home visits. Lifting light objects (25 lbs. or less) is a job requirement. Work is performed indoors and outdoors, regardless of weather. Work is performed in a noisy place and can require being in confined spaces, or using stairs or ladders.
- *Occasional to frequent public and private contacts requiring tact and diplomacy are required.
- *Regular use of confidential information is required.
- *Mental effort is moderate to heavy and interruptions are frequent to constant.
- *Special licensing requirements must be maintained including a valid driver's license.
- *Must pass DAIL certification testing for assessment and/or case management and attend regularly provided training to maintain certification. Certification fees will be paid out of pocket.