

Case Manager

Beginning wage: \$15.75/hour

Paid vacation, sick time, paid holidays and insurance package(Health, life, dental, vision)

This is entry-level professional case management work in a comprehensive purchase-of-service and community placement program for persons with developmental disabilities.

JOB DUTIES

Manages a caseload of moderate size and complexity normally involving diverse disability areas.

Interviews clients, their families, and other responsible individuals; assists in completing the application for services; collects basic data and obtains appropriate additional information from other agencies; and participates on the inter-disciplinary team to review each case.

Prepares case progress notes, social summaries, and other reports concerning the client's case.

Develops, in cooperation with other staff, an Individual Support Plan for each client that authorizes appropriate services.

Monitors services to ensure that the terms of the authorization are being fulfilled by the vendor, check on quality of services, and review client progress.

Requests modifications for a non-productive program or enrolls the client in an appropriate program.

Attends staff meetings concerning new or revised policies and procedures.

Visits service agencies, attends meetings, and confers with other Case Managers to become informed concerning community resources for persons with developmental disabilities.

Reviews literature and confers with other Case Managers concerning theories and practices in the fields of social work, psychology, special education, and health care for persons with developmental disabilities.

Conducts client assessments on a limited basis involving the use of specialized knowledge and applications associated with DMH/DD.

Prepares and maintains accurate expenditure records.

Receives close supervision from a Case Management/Assessment Supervisor.

Performs other related work as assigned.