

PROFESSIONAL JOB DESCRIPTION

JOB TITLE: Case Manager
SUPERVISOR: Case Manager Supervisor

POSITION SCOPE:

Responsible for providing comprehensive assessment, planning, implementation and overall evaluation of individual client needs.

RESPONSIBILITIES:

- Provides initial assessment services.
- Provides direct casework services.
- Performs basic administrative tasks to include all agency required paperwork, statistical reporting, correspondence, and scheduling of client related services.
- Provides consultative and support services to other community Agencies.
- Participates in supervisory meetings by bringing in relevant issues for discussion and review.
- Available by pager in emergency.
- Complies with all agency policies and applicable federal and state law; adherence to all elements of the compliance plan.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in human services or related field of study preferred.
- Experience in Case Management is preferred.
- Possess high skill level in management and planning.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish positive professional working relationships with clients and their families, co-workers, and members of the community.
- Knowledge and professional work experience preferred in human services field.
- Work effectively with volunteers.
- Knowledge of basic computer skills to include Outlook, Word, Access, Excel or other related programs used by the Agency.

PHYSICAL REQUIREMENTS:

Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work.

I acknowledge compliance with all Agency policies and procedures regarding all federal and state regulations and the conditions of participation under Medicare. I will also adhere to all elements of the compliance plan but most particularly to those that are most relevant as outlined in my job description.

I have received a copy of and have read this job description.

Employee Signature

Date

Supervisor Signature

Date

Note: This Job Description is not an all-inclusive list. Management may modify, add, remove, or assign other duties and essential functions, as it deems necessary.