

Position Title: Case Manager

Reports to: Quality Assurance Supervisor

Date: March 2022

Job Purpose: The Case Manager coordinates the interdisciplinary development and revision of Person Centered Plans (PCP's) and monitors the implementation of PCPs by agency staff and other professionals.

Essential Duties and Responsibilities:

- Liaison for scheduling annual meetings for each person receiving supports to guide the team in the development or modification of Person Centered Plans (PCPs).
- Completes prep meetings with Coordinator of Community Services to assist with the development of outcomes.
- Coordinates interim team meetings to address any issues between annual PCPs.
- Tracks all changes of persons supported.
- Writes Modified Services Funding Plan requests for additional services or change in level of support.
- Complies PCP packet, submits packet to Program Director and incorporates any recommended changes.
- Confers with Supervisors regarding the implementation of each PCP.
- Purges files of the previous year's data on an annual basis.
- Runs reports on persons supported progress and submits to Program Director.
- Observes staff in the implementation of PCPs.
- Writes periodic review of persons supported progress and submits to Program Director for review.
- Updates the Agency's database with person centered plans in accordance with Developmental Disabilities Administration (DDA) regulations.
- Submits periodic reviews to persons supports records to Coordinator of Community Services upon request.
- Works in conjunction with Program Supervisors and Medical Coordinator.
- Maintains awareness of and abides by the applicable laws, regulations and accreditation standards governing the provision of services to individuals with developmental disabilities.
- Other duties as assigned.

Qualifications/Competencies:

- Maintains confidentiality.
- Thorough knowledge of Microsoft Office products.
- Ability to multi-task.
- Behavioral, Principals and Strategies training must remain current.
- Possesses a valid driver's license with less than 2 points.
- Excellent interpersonal/communication skills, including written and oral presentation.
- Valid driver's license with no more than 2 points

Education and Experience:

- Bachelor's Degree in Human Services or related field or relevant experience in lieu of degree.
- Extensive knowledge and/or experience providing service to individuals with disabilities.
- Possess a positive attitude with a professional presentation and the ability to work in a team environment
- CMT Certification a plus.

Physical Requirements:

- Ability to lift up to 50 lbs.
- Ability to stand for long periods of time.
- Ability to maneuver a wheelchair.

Employee Signature & Date

Supervisor Signature & Date