

JOB DESCRIPTION

JOB TITLE: Case Manager

STATUS: Full Time Non Exempt

FUNDING SOURCES: Medicaid Waiver, CHOICE, PAS, SSBG and TIIIE

SUPERVISOR: Director of Case Management Services

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge

- Gerontology/Geriatrics
- Aging Service Programs
- Social Service Network

2. Skills

- Good organizational skills
- Good Interpersonal/communication skills

3. Abilities

- Able to assess needs of clients and provide most relevant services.
- Able to communicate well with the elderly and disabled population.

DUTIES PER FUNDING SOURCE:

1. Medicaid Waiver Case Management:

- A. Complete annual reviews and plans of care. Complete LOC reviews.
- B. Complete 90 day checklist and in home assessments.
- C. Complete incident reports

2. Choice Case Management:

- A. Complete annual reviews and plans of care along with Choice eligibility criteria
- B. Complete 90 day checklist and in home assessments.
- C. Complete incident reports

3. Medicaid PAS:

- A. Complete LOC screenings at Nursing facilities, Hospitals, or client's home.
 - B. Determine need for Level II psychiatric evaluation.
 - C. Complete options counseling with client during PAS evaluation.
4. SSBG Case Management:
- A. Complete annual reviews and plans of care
 - B. Complete incident reports
 - C. Determine eligibility for SSBG
5. Title III E Caregiver:
- A. Determine eligibility for caregiver program
 - B. Complete plan of care and dual e-screens for participants
 - C. Follow up on continued need and attempt to provide other options.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain strict confidentiality including obtaining proper authorization before releasing any client information.

Assess client needs, develop a specific care plan and take appropriate action within program time frames.

Complete required documentation in a timely manner and make any appropriate referrals to other agencies or interagency departments as warranted.

Coordinate client services to meet the clients objectives and goals within the case management realm.

Monitor the clients care plan on a regular basis and make any appropriate changes or referrals as needed.

Act as a client advocate when appropriate and necessary.

Maintain up to date client files and note any changes and all services being provided.

When appropriate, terminate client files when services are discontinued.

Notify supervisor of any problems, changes or questions that may arise as appropriate.

Notify supervisor immediately of any fraud, abuse or misuse of funding resources.

Keep the supervisor aware of any problem cases that may need further attention.

Attend all meetings and training as requested/required by the agency and its agents.

Make home visits for assessments as appropriate to the specific funding source or as deemed necessary.

Assist in the training of new case managers.

Provide case consultation, case load maintenance assistance and peer support to other team members as needed.

Complete EAP, Helping Hand and Unified Tax Credit applications when applicable.

Assist with special aging events as appropriate.

Maintain a professional working relationship with outside providers and professionals.

Maintain up to date information on available resources with the service areas.

Respect clients dignity and rights while still providing avenues of promoting client independence within the range of being safe and feasible.

Perform other duties as requested by the supervisor.

Updated: March 19, 2012