

**POSITION TITLE:** **CASE MANAGER**

**MINIMUM**

**QUALIFICATIONS:** The Case Manager must have an Associate's degree in a related field and must have five years of experience in a training program for either the mentally retarded or the developmentally disabled or a Bachelor's degree in a related field. Must have a valid driver's license.

**SUPERVISOR:** Program Director

**SUMMARY:**

The Case Manager contributes to the planning, designing, and implementation of support plans for individuals with developmental disabilities.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Have strong communication skills.
- Foster independence and initiative.
- Make provisions to meet the needs of individuals served and ensure their health and safety.
- Assist in organizing program schedules to ensure maximum participation and objectives are being addressed.
- Orient new individuals to the program.
- Maintain a working knowledge of human rights policies and procedures.
- Utilize a total communication approach.
- Utilize positive reinforcement techniques.
- In the absence of the Program Coordinator, monitor all behavior management programs.
- Serve as a program representative at all member meetings including but not limited to ISP meetings, IDT meetings and planning meetings.
- Schedule and facilitate member meetings (ISP, IDT and planning meetings).
- Serve as an advocate for each program member.
- Be a role model to co-workers.
- Responsible for completion, maintenance and review of all of ISP related paperwork.
- Responsible for monitoring each program member's progress on ISP objectives.
- Responsible for initiating ISP modifications when applicable.
- Provide training, assistance and support to program staff.
- Facilitate staff meetings.
- Communicate regularly with Program Director and Program Coordinator.
- In conjunction with Program Coordinator, if applicable, review all treatment and habilitation goals on a monthly basis 419.446.
- Inform staff, using staff meetings, of any significant changes in any member's status 419.446.
- Coordinate and organize data collection for program members.
- Have strong written and organizational skills.
- Regular attendance is required.

**ADDITIONAL RESPONSIBILITIES:**

- Assist individuals with personal care as needed.
- Assist in transferring/lifting of individuals.
- Participate as a member of the agency's Case Records Committee.
- Assist in curriculum development.
- Provide direct services as outlined in ISPs as needed.
- Other assigned duties as required by supervisor.

The demands described below are representative of those actions and abilities utilized by the employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential job duties and responsibilities.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger; handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee on occasion may be asked to taste or smell. In an emergency situation, the employee may be asked to physically hold/restrain a person with aggressive and/or self-injurious behaviors. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Additionally, the employee occasionally will be required to push a wheelchair containing a person in excess of 100 pounds. The employee may frequently be required to be in attendance at meetings lasting in excess of two hours.

**LANGUAGE SKILLS:**

The employee must be able to read and understand documents such as policies and procedures, regulations, and operating instructions. Writing comprehensive assessments as a part of Individual Support Plans, progress notes, incident reports, and correspondence is required. Must be able to utilize a total communication approach. The employee will be required to communicate effectively with members, staff, supervisor, and other involved parties.

**REASONING AND EMOTIONAL ABILITIES:**

The employee must be able to apply common sense in performing his/her duties. Must be able make modifications in routine and/or activities in order to meet the needs and safety of the members. Must be able to work in a busy and occasionally loud environment. Must be able to interpret statistical data.

I have reviewed the job description for the position for which I am being considered and I am able to perform the essential functions of the job with or without a reasonable accommodation. (i.e. lifting, standing, sitting)

YES  NO

If 'NO', what accommodations are requested to perform essential functions of job?

---

---

---

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Est:  
Rev:6-05;9-05