**Case Manager**

**Basic Function**

Case Managers provide services and case plan development to families. Job duties include scheduling staff, tracking the personal finances of residents, coordinating the medical appointments of resident, coaching and training employees, writing reports and attending meetings. This is not strictly an administrative position and it requires at times working directly with the residents including bathing and dressing if necessary. It also requires working on a Saturday or Sunday and some evening hours.

**Qualifications**

The following are required from Case Manager Applicant:

1. Master’s Degree in human services, social work, or related field
2. Minimum Five years of experience working with the elderly and physically disabled.
3. Minimum Five years of supervisory experience required
4. Certificates, Licenses, and Registration:
5. Valid driver’s license and driving record that meets insurability requirements as defined by the company.
6. Current CPR/First Aid Certification, as required by state.
7. Other skills and Abilities:
8. Knowledge and understanding of applicable federal and state regulations.
9. Demonstrated ability in areas of leadership, personnel, program operation, and fiscal management.
10. Skilled in written and oral communication, community relations and service development.
11. \*There may be additional required vaccinations and/or tests depending on assignments

**Reporting Requirement**

To Clinical Nurse Director

**Summary of Case Manager**

The Case Manager will plan, organize, and direct responsibilities of staff to ensure the consumers’ personal support/habilitation plans are being carried out, always encouraging consumers’ choice, empowerment, and independence. Demonstrates sensitivity to the rights, dignity, and wellbeing of consumers and encourages sensitivity by others. Reviews and monitors the development and implementation of consumer treatment plans and service delivery plans. Attends all licensing reviews and participates in exit interviews. Assists with development of correction plan and oversees consistent implementation of plan to ensure repeat citations do not occur. Participates and provides suggestions and guidance in interdisciplinary team meetings, as needed or upon request, to assist with formulation of the consumer’s personal support/habilitation plans. Promotes relationships and provides information about the company to the consumers, families, clinicians, regional community, and other professionals.

Communicates with parents/guardians and professionals regarding consumer needs, progress and concerns. Participates in various committees, both internal and external, per program requirements. Ensures/maintains licensure of all assigned homes/programs and actively seeks to maintain full occupancy of all facilities and/or census at or above plan. Ensures implementation of policy/systems for handling of consumer and company funds if applicable. Oversees and ensures ongoing maintenance of the physical site (s) and grounds in accordance with state/federal guidelines and company policy. Investigates in a timely manner all unusual occurrences in conjunction with prompt action to prevent reoccurrence of situations that jeopardize consumer health and/or safety. Other duties as assigned.

***Responsibilities:***

1. Supports the planning and implementation of client’s dreams and plans.
2. Directs the formation and maintenance of a safe environment free of harm and exploitation, and conducive to supporting client’s creativity and dreams.
3. Maintains in a complete and timely manner all records and reports as required by The State of Virginia and all other pertinent agencies.
4. Participates in the development and evaluation of individualized habilitation plans. Serves as coordinator or each person’s IDT, to include development of the IHP; trains staff in the documentation and implementation of daily training records.
5. Participates in pertinent meetings.
6. Trains new staff.
7. Coaches staff daily.
8. Coordinates scheduling.
9. Reports to the Administrator.
10. Cooperate with the Licensee and the Department staff in any investigation or inspection.
11. Performs other duties as assigned by the Senior Management Team
12. Directs and supervises assigned personnel including performance evaluations, scheduling, orientation, and training. Makes recommendations on employee hires, transfers, promotions, salary changes, discipline, terminations and similar actions. Resolves personnel problems within position responsibilities.

ACKNOWLEDGEMENT

I have read this job description and understand that in accepting this position I indicate I can meet the essential functions of this position and other work requirements, with or without accommodations. I understand my obligation to follow the policies and procedures governing the performance of my duties and to practice the ethical standards of conduct and behavior expected in my associations with the residents and their families, visitors, co-workers, and business associates of the facility. I accept the position of Director of Nursing and will perform the duties to the best of my ability.

Date: Employee Signature:

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| This job description is not an employment contract, implied or otherwise.  The employment relationship remains at-will. |