



Services for individuals with disabilities

PO Box 2017 Valdez, AK 99686 Fax (907) 835-3512 Phone (907) 835-3274

Position: Case Manager

Reports to: Executive Director

Pay: \$23.00 hr.

Status: Full-Time

Hours: Minimum of 40 hours per week with overtime expectations for emergency coverage. Hours in office will be Monday –Friday.

Position Summary: Under the direction of the Executive Director, the Case Manager plans, organizes, works with Care Coordinators, schedules meetings, and manages client services to provide a stable, healthy, supportive environment in which services for people with developmental disabilities can occur.

Duties:

- Works closely with Direct Support Professionals to ensure client needs are being met.
- Attends meetings and submits Plans of Care for each client
- Collects weekly notes regarding each DD client and prepares quarterly reports to submit to the Executive Director for approval. Upon arrival, reports must be distributed to guardians, DP specialists/SCRO and any other individuals designated in the Plan of Care.
 - Update goals, objectives, helpful hints, and likes and dislikes
 - Update waiver packet
- Maintain records of monthly fire drills and house checks conducted.
- Maintain correspondence log for each client regarding any issues or concerns.
- Maintains quarterly contact with client/guardians to address changing needs.
- Track Critical Incident and Incident reports for improvement solutions.
- Maintains all Client files, ensuring they are in order and up to date, including annual forms required, following guidelines set by the State & Executive Director.
- Work with Payees regarding client finances.
- Answers and screen telephone calls, faxes, emails, visitors, and refer messages to the appropriate individual via email. (Hardcopy may be used additionally)
- Tracking
 - Check progress notes/ relevant

- Match timecards to paperwork
- Oversees client house accounts
- Must cross train in client homes as a backup caregiver
- Be a part of the interview process for onboarding caregivers
- Conduct annual client/guardian surveys
- Attend annual trainings and seminars to meet state requirements
- Other duties as assigned

Qualifications:

- An associate's degree in Human Services or related field or 3 years' experience working with individuals who experience a disability or another human services field.
- Ability to communicate well orally and in writing with staff and clientele and maintain positive contact with others.
- Strong organizational skills, ability to work independently to achieve needed end results in regards to State and Agency reporting requirements.
- Knowledge of computer software, specifically:
 - Windows XP Professional
 - Microsoft Word
 - Microsoft Access
 - Microsoft Excel
- First Aid and CPR certification are required.
- Current background history, both State and Federal
- Pass random drug tests
- Valid Driver's License, Vehicle, and Proof of Insurance

Employee Signature: _____ **Date:** _____