

Barren River Area Development District (BRADD)
Position Description

Class Title: Case Manager

Department: Aging and Independent Living

Supervisor: Case Manager Program Coordinator

Supervises: None

Exempt Status: Non-Exempt

Class Characteristics: Under general direction, provides assessment, case management and person centered care planning services and determines eligibility of elderly for Homecare and Title III B supportive in-home services; performs other duties as required.

General Duties and Responsibilities:

Essential:

1. Performs in-home eligibility assessments and reassessments to determine eligibility and identify needs so that elderly clients can remain independently in their home.
2. Develops a plan of care using client's input of needs and implementation of services and resources.
3. Maintains monthly contact with all clients on all programs via telephone calls, visits, and/or assessments.
4. Identifies eligible benefits; assists clients with benefits application and recertification.
5. Research availability of community resources, formal and informal support.
6. Provides information to families for resources and support groups.
7. Resolves problems that may arise with services for clients and providers.
8. Manages telephone messages and handles calls appropriately.
9. Documents all information received.
10. Maintain active caseload not to exceed limits set by state regulations.
11. Prepares and maintains current files on all clients; continually updates information in charts and files for monitoring purposes.
12. Maintains knowledge of requirements for programs for the elderly.
13. Attends conferences, training programs, etc. in order to meet the training requirements.

DESIRABLE QUALIFICATIONS

Training and Experience: A case manager shall:

1. Possess a Bachelor's degree in a health or human services field from an accredited college or university, in health, human services or field that relates to geriatrics; or
2. Associates Degree in Health and human services field with (2) years' experience working with elderly may substitute for a bachelor's degree; or
3. Be a currently licensed Registered Nurse as defined in KRS 314.011(5) who has at least two (2) years' experience as a professional nurse in the field of aging or physical disabilities; or LPN with (3) years of experience.
4. Have a master's degree from an accredited college or university which may be substituted for the required experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal and state programs for the elderly.
2. Thorough knowledge of administrative requirements for programs for the elderly.
3. Thorough knowledge of the social and economic conditions of ADD region.
4. Thorough knowledge of both formal and informal resources available for the elderly.

Skills:

1. Skilled to assess and incorporate available resources.
2. Skilled in oral and written communication.
3. Skilled in the preparation of detailed reports and plans.
4. Skilled in strong interpersonal skills relating to the elderly and to subcontractors.
5. Skilled at using the computerized data system and basic office equipment.

Abilities:

1. Ability to establish and maintain working relationship with public, coworkers and state and local officials and administrative personnel and subcontractors.
2. Ability to make decisions.
3. Ability to provide continuous care for participating clients.
4. Ability to develop a strong working relationship with clients.
5. Ability to prepare and maintain accurate records.
6. Ability to maintain composure under stressful situations.
7. Ability to work independently.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of the work are covered specifically, but also must use own judgment.

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Supervisor spot checks works as being completed, work is reviewed upon completions.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Decisions and Judgments: Determining needs for individuals and devising a plan of care to meet those individual needs.

Tools, Equipment and Vehicles Used: Basic office equipment; must drive vehicle as a job requirement.

Physical Demands: Work is typically performed indoors at a desk or table; intermittently sitting, standing or stooping; must lift light object (less than 25 pounds); work is occasionally performed outdoors; must operate a vehicle or other equipment as a requirement of the job.

Contacts: Regular contacts with employees or supervisors from other departments, frequent public and internal contacts requiring tact and diplomacy are job requirements.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Frequent

Special Licensing/Certification Requirements: Must possess and maintain a valid driver's license. Also see desired qualifications. Registered Nurses must maintain a valid license as a condition of continued employment.

Availability: Regular Business hours.

Certification Requirements: Must complete fourteen (14) hours of initial New Case Management training and Sixteen (16) hours annually thereafter.

Additional Requirements: Negative TB skin test, proof of vehicle insurance, pass criminal background checks Overnight travel as needed.

Overtime Provision: Non Exempt

BRADD Mission Statement:

The mission of the Barren River Area Development District is to preserve and advance the quality of life and economic well-being for all citizens of the BRADD through regional collaboration.

****The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.***