

POSITION DESCRIPTION

POSITION TITLE:

Children's ID (Intellectual Disability) Case Manager

CLASSIFICATION TITLE:

Client Services Provider 4

POSITION LOCATION:

Warren County CYFS Regional Center
209 West Criser Road, Suite 100
Front Royal, VA 22630

POSITION UNDER THE SUPERVISION OF:

CYFS Supervisor and/or MR Supervisor

POSITION SUMMARY:

The Mental Retardation Case Manager serves to assist in the provision of services to persons with a diagnosis of mental retardation in the service area. Primary duties include client assessment, service plan development, residential placement and follow-up, information and referral, case recording, and liaison with other agencies and facilities which serve persons with a diagnosis of mental retardation. This position will primarily support children ages three through seven and their families. However, the case manager may also work with children ages 7 -18.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assesses client's comprehensive needs for services and supports through interviewing client and/or family, and utilizes appropriate assessment tools.
2. Develops individualized written case management services plans which outline service needs.
3. Links clients to services and supports specified by the service plans.
4. Maintains complete and accurate clients records, in accordance with all applicable regulations.
5. Coordinate, monitors, and advocates for clients' receipt of required services from various human services providers.
6. Provides supportive intervention and follow-up with clients and families.
7. Administers the Universal Assessment Instrument at assisted living facilities for those persons that targeted case management is done for.

8. Serves as resource on Mental Retardation Services to other Community Services Board personnel and community agencies.
9. Develops and submits required statistical data for reporting purposes.
10. Performs other duties as assigned by supervisor, which are consistent with the duties and responsibilities of this position, and within the policies and procedures of Northwestern Community Services Board.
11. Provide MR services in compliance with Medicaid and licensure guidelines.
12. Assess consumers for inclusion on the statewide MR Waiting List.
13. Participate in clinic MR staffings and other clinic staffing as needed.
14. Attend FAPT meetings for MR cases when needed.
15. Provide MR consultation for Emergency Services staff when needed.
16. Attend NWCS mandatory training.
17. Attend DMHMRSAS-OMR MR Medicaid Waiver training updates.
18. Participation in MR Services QST meetings.
19. Process MR Non-Waiver Program participants.
20. Process consumers enrolled with NWCS for regular respite services.
21. Provide MR consultation to MR providers when needed.
22. Network with MR Services Supervisor for special MR case staffings.
23. Timely completion of accurate time sheets, non-billables, progress notes, billing logs, and quarterly reviews.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Knowledge:

Working knowledge of the nature and causes of mental retardation and program philosophy for service provision; of treatment modalities and intervention techniques; of different types of assessments and their uses in services planning; of consumers' rights; of local community resources and service delivery systems, including support services; of types of mental retardation programs and services; of general principles or record documentation; and of the service plans.

Abilities:

Demonstrated ability to interview clients and families, and observe and record on client's functioning; to identify and document consumer's need for resources and services, to effectively use assessment tools; identify services within the community and coordinate services; to develop and implement services plans; interpreting assessment information; to work effectively as a team member and maintain effective inter-and-intra-agency working relationships; to work effectively with consumers and their families; to communicate effectively, verbally and in writing; to work independently under general supervision; and to maintain confidentiality.

QUALIFICATIONS:

Must possess a combination of relevant experience, education, and training which indicates the possession of knowledge, skills, and abilities necessary to perform essential job duties; valid driver's license; and certified or eligible for certification in Cardiopulmonary Resuscitation (CPR) for infant-child and adult. Bachelor degree in relevant human services field preferred.

SALARY RANGE:

Classification Level 4F

FLSA STATUS:

Exempt

VERIFICATION OF ACCEPTANCE OF POSITION RESPONSIBILITIES:

This is to certify that I have read the above position description and accept the duties and responsibilities required of this position.

Employee's Signature

Date

Immediate Supervisor's Signature

Date

Chief Operational Officer's Signature

Date

Chief Executive Officer's Signature

Date

Effective Date: August 2009
Attached: Organizational Chart
/lep