

## **POSITION DESCRIPTION**

### **POSITION TITLE:**

Mental Retardation/Intellectual Disabilities (MR/ID) Case Manager

### **CLASSIFICATION TITLE:**

Client Services Provider 4

### **POSITION LOCATION:**

At least one per site:

Winchester Area Mental Health Center  
158 Front Royal Road, Suite 200  
Winchester, VA 22602

Warren County Mental Health Center  
209 West Criser Road, Suite 100  
Front Royal, VA 22630

Page County Mental Health Center  
23 West Main Street  
Luray, VA 22835

Shenandoah County Mental Health Center  
441 North Main Street  
Woodstock, VA 22664

### **POSITION UNDER THE SUPERVISION OF:**

MR/ID Services Supervisor

### **POSITION SUMMARY:**

The Mental Retardation/Intellectual Disability Case Manager serves to assist in the provision of services to mentally retarded/intellectually disabled individuals of the jurisdiction(s) served by his/her clinic site position location. Primary duties include individual assessment, service plan development, residential placement and follow-up, information and referral, case recording, and liaison with other agencies and facilities which serve mentally retarded/intellectually disabled individuals.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Assesses individual's comprehensive needs for services and supports through interviewing individual and/or family, and utilizes appropriate assessment tools.
2. Develops individualized written case management services plans which outline service needs.
3. Links individuals to services and supports specified by the service plans.

4. Maintains complete and accurate individual records, in accordance with all applicable regulations.
5. Coordinates, monitors, and advocates for individuals' receipt of required services from various human services providers.
6. Provides supportive intervention and follow-up with individuals and families.
7. Administers the Universal Assessment Instrument at assisted living facilities for those individuals that targeted case management is provided.
8. Serves as resource on Mental Retardation/Intellectual Disabilities Services to other Community Services Board personnel and community agencies.
9. Develops and submits required statistical data for reporting purposes.
10. Provide MR/ID services in compliance with Medicaid and licensure guidelines.
11. Assess individuals for inclusion on the statewide MR/ID Waiting List.
12. Participate in clinic MR/ID staffings and other clinic staffing as needed.
13. Attend FAPT meetings for MR/ID cases when needed.
14. Provide MR/ID consultation for Emergency Services staff when needed.
15. Attend NWCS mandatory training.
16. Attend DBHDS-ODS MR/ID Medicaid Waiver training updates.
17. Participation in MR/ID Services QST meetings.
18. Process MR/ID Non-Waiver Program participants.
19. Process individuals enrolled with NWCS for regular respite services.
20. Provide MR/ID consultation to MR/ID providers when needed.
21. Network with MR/ID Services Supervisor for special MR/ID case staffings.
22. Timely completion of accurate time sheets, non-billables, progress notes, billing logs, and quarterly reviews.

23. 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.

**ESSENTIAL KNOWLEDGE AND ABILITIES:**

**Knowledge:**

Working knowledge of the nature and causes of mental retardation/intellectual disabilities and program philosophy for service provision; of treatment modalities and intervention techniques; of different types of assessments and their uses in services planning; of individuals' 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 individuals and families, and observe and record on individual's functioning; to identify and document individual'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 individuals 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. Bachelor's degree and one years' experience in relevant human services field preferred.

**SALARY RANGE:**

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: July 2004  
Revised: September 2010  
Attached: Organizational Chart

/lep