



December 10, 2018

### Case Management Position

The Developmental Disabilities Resource Board of St. Charles County is seeking a Case Manager to work for individuals with developmental disabilities living in St. Charles County. This position is responsible for managing a multifaceted caseload and function as a lead person in coordinating and assisting individuals/families in developing specialized services.

Applicants must have a Bachelor's Degree in Human Services, Special Education, Social Work, Nursing or a related field. A minimum of 2 years experience as a member of a multi-disciplinary team that supports individuals with developmental disabilities is required. Send resume, references and salary history by January 4, 2019 to:

Developmental Disabilities Resource Board  
Human Resources Director  
1025 Country Club Road  
St. Charles, MO 63303

Or: [vickia@ddrb.org](mailto:vickia@ddrb.org)

All inquires are confidential. No phone calls please.



**DEVELOPMENTAL DISABILITIES RESOURCE BOARD**  
JOB DESCRIPTION

**Job Title: Case Manager**

Reports to: Case Management Supervisor

**Supervisory Responsibilities:** N/A

**Status:** Full time, non-exempt

**Position Summary:**

Responsible for managing a diverse caseload and function as a lead person in coordinating and assisting individuals/families in developing specialized services for individuals with developmental disabilities.

**Essential Functions:**

1. Develop, in cooperation with, the individual, the family, and provider agencies, an appropriate person-centered plan for each customer.
2. Authorize and coordinate services for customers as deemed necessary.
3. Monitor services by providers to ensure that the terms of the authorization are being fulfilled, services are being delivered in a quality manner and the customer is satisfied with the service.
4. Partner with agencies to obtain additional information concerning community resources for people with developmental disabilities.
5. Present a positive image of the DDRB to the public, by establishing clear and courteous lines of communication with consumers, families, providers and outside agencies.
6. Ensure that all civil and human rights are upheld for each customer.
7. Ensure compliance with state and federal safety, licensure, funding and accreditation standards. This includes maintaining accurate customer records.
8. Pursue, encourage and participate in staff development in-services to broaden understanding and growth of the program. This includes attendance and participation in team meetings.
9. Must physically work in the office on a regular basis for in-person interaction with stakeholders, clients, and co-workers. Case Managers with six or more months of successful employment may work from home up to eight hours per week with supervisory approval.
10. Remain flexible and comply with revisions and/or changes after mutual consultation with the Case Manager Supervisor and/or Director.

**Marginal Functions:**

- Copying and filing.

**Physical/Visual Activities or Demands:**

- Must be independently mobile throughout the work environment.
- Sitting, hearing, talking, reaching, walking, stooping/bending and lifting light objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus.
- Must have independent transportation to and from meetings and appointments as needed.

**Environmental/Atmospheric Conditions:**

- Work is conducted primarily in a climate controlled office environment with minimal safety/health hazard potential.

**Position Qualification Requirements:**

**Knowledge:**

- Bachelor's degree required in psychology, social work, special education, nursing, human service or a related field from an accredited four-year college/university.

**Experience:**

- Two years of professional experience as a member of a multi-disciplinary team in assessing, developing, or implementing individual person centered plans for persons with developmental disabilities, OR one year of experience as a case manager.

**Skills and Abilities:**

- Apply common sense to carry out instructions furnished in written or oral form.
- Contributes to the organization's mission and values by working effectively with individuals of diverse backgrounds.
- Ability to communicate in a clear and effective manner.
- Ability to solve problems.
- Ability to exercise discretion regarding confidential information.
- Ability to work independently.

**Machines, Tools, Equipment and Work Aids:**

- Personal computer and related software, facsimile, copier, calculator and telephone.

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Employee Signature

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Date