



March 13, 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 to:

Robyn Peyton
rpeyton@ddrb.org
1025 Country Club Road
St. Charles, MO 63303

All inquires are confidential. No phone calls please.



DEVELOPMENTAL DISABILITIES RESOURCE BOARD
JOB DESCRIPTION

JOB TITLE: CASE MANAGER

Reports To: Case Management Supervisor

POSITION SUMMARY:

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

FUNCTIONS OF THE JOB:

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. Attend and participate in team meetings.
5. Visit other agencies, attend meetings and confer with other case managers in obtaining additional information concerning community resources for people with developmental disabilities.
6. 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.
7. Ensure that all civil and human rights are upheld for each customer.
8. Maintain accurate customer records and files.
9. Ensure compliance with state and federal safety, licensure, funding and accreditation standards.
10. Meet with providers to develop new programs or modify existing programs to upgrade the quality of services.
11. Pursue, encourage and participate in staff development in-services to broaden understanding and growth of the program.
12. Implement the philosophy, policies and procedures of the DDRB Case Management Program.
13. Adhere to the guiding principles as stated in the DDRB Case Management Program expectations.
14. Perform other duties as assigned.
15. Remain flexible and comply with revisions and/or changes after mutual consultation with the Case Manager Supervisor and/or Director.

Marginal Functions:

1. Copying and filing.
2. Fielding general mailbox calls when Administrative Assistant is unavailable.

Physical/Visual Activities or Demands:

(Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job)

1. Sitting, hearing, talking, reaching and standing.

2. Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus.
3. Transporting self independently to and from home visits, site visits, meetings, etc.

Environmental/Atmospheric Conditions:

(Environmental and atmospheric conditions commonly associated with the performance of the functions of this job)

1. Normal office environment, local travel by automobile, home and site visits.

POSITION QUALIFICATION REQUIREMENTS:

Knowledge:

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

Experience:

1. 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:

1. Apply common sense to carry out instructions furnished in written or oral form.
2. Ability to communicate in a clear and effective manner.
3. Ability to solve problems.
4. Ability to exercise discretion regarding confidential information.
5. Ability to work independently.

Machines, Tools, Equipment and Work Aids:

(which may be representative but not all inclusive of those commonly, associated with this position)

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

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable local, state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable local, state and federal laws.

“Commonly associated” is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All Activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk, which denotes linkage only to marginal functions.

Original Evaluation: TF – 1/03	Revised by: PC – 1/03	Revised by: EP – 9/07	Revised by: RP/SR – 8/08
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