

## CASE MANAGER

### **Qualifications:**

**Education:** Bachelor's degree from recognized college or university in rehabilitation, education, sociology, psychology, or related field. Shall qualify as Qualified Mental Retardation Professional.

**Substitution for Education:** Appropriate Associate Degree plus two years experience working with developmental disabilities.

**Motor Vehicle License:** Must have a Wyoming or Nebraska driver license and be able to be covered under DSI's automobile insurance carrier.

### **Working Relationships:**

1. The Case Manager is directly responsible to the Coordinator of Case Management.
2. Those under the Case Manager's authority are those employed to carry out duties to aid in case management.

### **Essential Duties:**

1. Shall regularly evaluate programming and progress of participant toward stated objective training, including a monthly home-visit in each participant's home.
2. Write, maintain, and modify participant plans of care, using the team approach.
3. Shall provide supportive services to participants and family.
4. Shall assist in maintaining ongoing contacts with relatives and friends of participants.
5. Shall act as mediator between participants and appropriate staff regarding participant needs and concerns.
6. Shall provide documentation relevant to the review of each participant's Individual Plan of Care and all other components related to the IPC as required by the Division of Developmental Disabilities.
7. Shall assist in the transfer and discharge of participants and documentation of such action.
8. Shall maintain case records of participants, making sure updated reviews and evaluations are contained in such records.
9. Shall be responsibility for safety and confidentiality of participant files.

### **Duties:**

1. Shall attend committee meetings concerned with the admission, retention, staffing, advancement, placement or termination of participants.
2. Shall assist with the follow-up services of participants after discharge.
3. Shall perform all duties as assigned by the Coordinator of Case Management or the CEO.