

Single Entry Point/Options for Long Term Care Case Manager Northeast Colorado Association of Local Governments (NECALG)

JOB TITLE: Case Manager

DEPARTMENT: Single-Entry Point/Options for Long Term Care

GENERAL JOB DESCRIPTION

This full-time position is responsible for performing a variety of highly responsible, confidential and complex duties including providing professional and technical assessment, case management and direct service and assistance to clients. Clients may include the elderly, blind, disabled, brain injured, mentally ill, developmentally disabled, and those in hospice, pediatric and home health.

MAJOR DUTIES AND RESPONSIBILITIES

- Shall attend required meetings, workshops and seminars
- Required to travel within the six-county area covered by the agency
- Must be able to manage a case load of 80+
- Shall be required to demonstrate competency in all of the following areas:
- Knowledge of and ability to relate to populations served by the Single-Entry Point agency (Elderly, Blind, Disabled, Brain Injured, Mentally Ill, Persons Living with Aids, Developmentally Disabled and Pediatric Hospice Clients).
- Become knowledgeable of the policies and procedures regarding public assistance programs
- Demonstrate the ability to develop care plans and service agreements
- Become knowledgeable about long term care community resources
- Be able to negotiate, provide intervention and demonstrate interpersonal communication skills
- Monitor quality of care provided to clients
- Monitor for the health and safety of clients
- Act as an advocate for clients when appropriate and needed
- Comply with all rules and regulations set forth by the State of Colorado
- Maintain confidentiality and follow HIPPA regulations
- Independently manage & maintain complex & extensive records and prepare required reports for a case load
- Be detail oriented, maintain a standard of performance acceptable by Area Agency on Aging, and be a team player
- Deal effectively with conflict

QUALIFICATIONS

Education:

Bachelor's Degree (BA or BS), or equivalent work experience, in a human behavioral science field such as Human Services, Nursing, Social Work, Psychology, etc.

Other:

- Must be able to pass a background check and if needed, a drug test
- Must hold a current driver's license for the State of Colorado
- Must type be able to type 60 words a minute
- Must be proficient in writing skills and verbal communication
- Demonstrate knowledge of computers and the ability to use programs such as Word & Excel
- Client interviewing and assessment skills
- Be able to use office equipment (i.e. fax machines, phones, etc.)
- Other duties as assigned