



JOB DESCRIPTION
Case Manager
FLSA Status/Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY:

Under indirect supervision, provides comprehensive case management for chronically ill and/or disabled adults, to improve quality of life and maintain the highest possible ability to function.

DUTIES AND RESPONSIBILITIES:

1. Facilitates client access to community resources, including locating recreational activities, housing, food, clothing, school programs, vocational opportunities or services, providers to teach life skills, and relevant mental health services; assists client to develop natural resources and make contact with social support networks.
2. Coordinates and monitors services, including comprehensive tracking of client activities in relation to care plan.
3. Assists clients in developing goals and areas of need, and assists in developing treatment plans, which are assessed regularly; conducts medication and mental status assessment and determines required level and frequency of services.
4. Documents all client encounters and contracts made on behalf of clients; completes and submits billing documentation as appropriate; maintains comprehensive client files, which may include documents held for safekeeping on behalf of the client.
5. Identifies and provides emergency crisis services as necessary; makes immediate clinical assessments and responds according to accepted crisis intervention methods and techniques; coordinates other services as appropriate.
6. Assesses patients, evaluates effectiveness of care plan and progress made by client, participates in patient treatment planning and case review with patient care providers.
7. Maintains and reports applicable statistics regarding programs and client services.
8. Performs miscellaneous job-related duties as assigned.



MINIMUM JOB REQUIREMENTS:

Bachelor's degree with Limited License BSW; at least 1 year of experience that is directly related to the duties and responsibilities specified. Master's Degree in Social Work preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of community health care and vocational services.
- Ability to monitor, assess and record client progress against care plan, and make adjustments to plans and services.
- Knowledge of medical billing procedures.
- Ability to assess mental status in clients and to develop individual treatment goals and plans.
- Records maintenance and computer skills.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate medical information to health care professionals and the public over the telephone under crisis circumstances.
- Ability to gather data, compile information, and prepare reports.
- Ability to plan, implement, and evaluate individual patient care programs.

CONDITIONS OF EMPLOYMENT:

- Specialty licensure/certification may be required, as specified by the department.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment and in Adult Foster Care homes.
- No or very limited physical effort required.
- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

To apply for this position, please send a copy of your cover letter and resume to Case Management of Michigan, Inc either via email (to carri@cmmi.biz), fax (269-381-4457), or regular mail addressed to 5340 Holiday Terrace STE 9, Kalamazoo, MI 49009