

ADvantage Case Manager

Position Description:

Provide general case management (including intake, assessment, and reassessments) and referral services to all residents needing such assistance.

Identify needs, locate services through local community resources, and coordinate the services to be placed in home to assure service recipients are safe in their homes to prevent premature or unnecessary nursing home placement.

Adhere to program standards and submit all required paperwork, completed and accurate within the required timeframe.

Complete comprehensive, systematic, standardized, and multidimensional assessments and reassessments in service recipient home and/or nursing facility.

Assess service recipient risk factors (home environment, adequate informal support, reoccurring illness, recent surgeries, compliance with services in place, & any type of abuse) and community potential.

Develop and write a service plan and goals individually for each service recipient based on an independent decision about the services needed, using judgment, knowledge, and experience to assist service recipients in maintaining community potential.

Monitor and coordinate delivery of services to the service recipient monthly, by contacting both formal and informal providers to arrange for service delivery to meet the assessed needs and continuing contact to ensure services are provided in accordance with the service plan and to ascertain whether these services continue to meet the service recipient's needs.

Coordinate any and all types of assistance to meet identified needs.

Maintain appropriate and adequate records to document activities in the performance of his/her responsibility as a component of the service delivery.

Refer and link service recipients to other payer sources for services not provided by the ADvantage program, such as dental, mental health counseling, transportation, medications, preventative health, health screenings, vision services, hearing services, etc.

Respond to the needs of the service recipients by regularly checking messages when out in the field, returning messages within one (1) business day, reading and responding to emails, etc.

Position Qualifications:

Bachelor's degree with two (2) years paid professional experience with aging and/or disabled populations as a Case Manager, a Rehabilitation Specialist, or Health Specialist and/or Social Service Coordinator; must pass a comprehensive background check including acceptable OSBI and acceptable driving record; must have reliable transportation and minimum state-required insurance.

Successful completion & passing of a state mandated ADvantage Case Manager certification program.

Must be able to accommodate schedules to the needs of the members.

Obtain and maintain current CPR/First Aid certification.