

JOB DESCRIPTION

WORKING TITLE: CASE MANAGER/PAS ASSESSOR

CLASSIFICATION TITLE: PROFESSIONAL

FTE: PERMANENT FULL TIME

DEPARTMENT: PROGRAMS ON AGING AND DISABLED

LOCATION: AREA 7 SERVICE AREA/HOME

PROGRAM: IN-HOME SERVICES

SALARY RANGE: \$20,800 - \$24,960

WORKING HOURS: Working hours will be 40 per week. Additional hours may be necessary on occasion and should be considered an ordinary part of job performance.

AN EQUAL OPPORTUNITY EMPLOYER

I. Job Summary

The job of the Case Manager/PAS Assessor is to assess the needs of the elderly and disabled and refer them to proper sources of assistance (programs and agencies). The assessor will work cooperatively with other staff and departments within the Agency to provide quality services to the consumer.

II. Duties and Responsibilities

1. Provide an assessment of the consumers needs based on guidelines set forth by policy and procedures of the Agency and the State of Indiana.
2. Assist elderly and disabled consumers through contacts with community agencies, physicians and other program staff in order to obtain appropriate services.
3. Keep a daily time report and proper documentation and paperwork to support documentation of contacts with consumers and agencies.
4. Record daily mileage; miles traveled to and from first and last consumer's home.
5. Prepare and maintain a case file on each consumer. This includes appropriate forms and documentation of contacts.
6. Keep timelines as required by State and Agency policies and procedures.

7. Attend required trainings and meetings held by Agency and State.
8. Be responsible for the timely completion of the Pre-Admission Screening Packet and maintain thorough documentation in preparation for potential appeal hearings.
9. Communicate regularly with the In-Home Services Director.
10. Perform duties as delegated by the In-Home Services Director and the Assistant Director of Programs on Aging.

III. Accountability

The Case Manager is directly responsible to the In-Home Services Director. Ultimately is responsible to the Assistant Director of Programs on Aging and to the Executive Director of WCIEDD.

IV. Qualifications

1. An interest in and knowledge of senior citizens and the disabled population.
2. Ability to manage and direct activities and work cooperatively with a diverse population, community leaders, public officials and co-workers.
3. The position requires a Bachelor degree in social work, psychology, sociology, gerontology, licensed as a registered nurse or a bachelor's degree in another field and a minimum of two years experience with the elderly and disabled. .
4. Ability to keep and maintain records and to use a personal computer and have internet access. Also, have the ability to work without close supervision and have filing and record keeping skills.
5. Travel is required in this position. Must have reliable transportation.
6. Work well in stressful situations.

03/05/2010

EOE