

CASE MANAGER

Job description

Case Manager for Intellectual/Developmental Disabilities Services

Exciting full-time opportunity to obtain leadership and human services experience while making a difference in the lives of others. The Case Manager will coordinate services for participants with intellectual/developmental disabilities (IDD) while ensuring the health, safety, and welfare of all participants. A Bachelor's Degree in a human services field is required, and at least one year working with IDD clients is required.

Responsibilities:

- Provide behavioral healthcare coordination services to clients with intellectual and developmental disabilities (IDD) as part of a multi-disciplinary team of behavioral health professionals.
- Participate in staffing meetings and consultation with other clinicians to assess care coordination needs of clients and encourage appropriate referrals to internal and external community services.
- Assess, plan, implement and document care coordination services to assigned clients.
- Act as an advocate to clients to ensure they receive necessary services in the community.
- Develop knowledge and establish good working relationships with community support resources and services within the community.
- Maintain communication and positive multi-disciplinary working relationships with clinicians and other related professionals in the community. This will include making appropriate referrals, sharing clinical information within HIPAA guidelines, and providing clinically appropriate interventions and collaborations.
- Complete timely and accurate documentation within an electronic health record and other documentation as required of the position.
- Attend and participate in relevant continuing education and in-service training to improve professional competency and clinical intervention skills, specifically as it relates to clients with intellectual and developmental disabilities.
- Maintain flexible hours to meet organizational and client needs.

Requirements & Qualifications:

- A Bachelor's Degree in a human services field is required.
- At least one year prior experience working with IDD clients is required.
- Excellent written and verbal communication skills.
- A valid driver's license, with an acceptable driving record, and the ability to operate a motor vehicle.

Benefits:

- Flexible schedule
- Family and team oriented work environment
- Paid time off plan including paid holidays
- Individual and family medical, dental, vision insurance plans offered
- Life insurance, Short term Disability and Long Term Disability plans 100% employer paid
- SIMPLE IRA retirement plan with 3% employee match
- In-service training and conference leave

Job Type: Full-time