CASE MANAGER

Position Overview:
The Case Manager is under the direction of the Executive Director and Aging Services Director and HomeCare In-home Services Supervisor. The Case Manager shall have responsibility for service including, but not limited to, client assessment and case coordination designed to identify a functionally impaired/elderly person's needs, develop a plan of care, arrange for services, monitor the provision of services and reassess the person's needs on a regular basis.

Duties & Responsibilities:
• Conduct the initial assessment visit; formulate care plan; make case coordination visits; perform reassessments at regularly scheduled intervals; work closely to maintain and enhance volunteer and informal support systems; and maintain client confidentiality.

• Communicate appropriate assessment information to appropriate provider agencies.

• Maintain all required case records and update information on a regular basis.

• Conduct appropriate referrals to provider agencies when services requested are beyond the scope of the LTADD contracted programs.

• Participate in interagency conference as well as Service Providers' meeting and other meetings as directed by the Executive Director.

• Perform other tasks as assigned by the ADA/Associate Director.

• Must meet time deadlines established for reporting by the ADA/Associate Director and maintain clear and understandable records in a professional manner.

• Must work in any/all programs provided in the Aging Department.

• Other duties as assigned by the Executive Director and/or the Associate Director for Aging Services.

Education & Experience:
The Case Manager must meet the requirements for the Kentucky HomeCare program and the Kentucky Waiver program.

General Qualifications:
• Must have excellent written, verbal and listening skills and in working with frail and/or older persons, other professionals and the general public.

• Must hold a valid Kentucky Driver's License.

• Must behave responsibly, consistently, and professionally in all interactions with clients.

• Submit to a Tuberculosis (TB) Skin Test or Screening annually. Screening costs will be covered by LTADD.
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- Undergo CPR/First-Aid Training every two years. Associated training costs will be covered by LTADD.

- Complete DAIL Attendant Training annually at the time personnel evaluations are performed.

- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position will require criminal background screening.

**Work Site:**
Generally in office sitting, however flexibility for travel and mobility to attend meetings and making site visits is a must and may require walking and/or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel.