

JOB DESCRIPTION

TITLE: HOME CARE WAIVER CASE MANAGER

SUPERVISOR: HOME CARE WAIVER SUPERVISOR

DIVISION: LONG TERM CARE

STATUS: EXEMPT

INTRODUCTORY PERIOD: 6 MONTHS

FUNCTION: This position is established for the purpose of providing case management to the Ohio Home Care population: elderly or disabled adults, institutional long term care, medical social work, geriatrics/gerontology, pediatrics, developmental disabilities, education, child development, vocational services, substance abuse, behavioral health, transition planning or relocation, independent living skills.

ESSENTIAL FUNCTIONS:

1. Conducts contacts with individuals/caregivers in accordance with program specifications to monitor the delivery of all services in the individuals all services plan.
2. Assists individuals in gaining access to any necessary services regardless of funding source which enable individuals to remain in their community living arrangement.
3. Coordinates provision of waiver services with other services in the all services plan.
4. Schedules and facilitates interdisciplinary team meetings for waiver individuals.
5. Educates individual/caregiver within scope of knowledge by providing health education or information about community resources.
6. Adheres to the reporting requirements for incidents and prevention from harm planning.
7. Maintains ongoing contact with service providers/subcontractors to monitor service delivery and resolve service provision problems.

8. Maintains contact with informal caregivers to obtain necessary information and coordinate formal and informal services.
 9. Maintains all appropriate documentation in formats prescribed by the PAA and the Office of Medical Assistance (OMA).
 10. Attends and participates in all required meetings and training to maintain and improve job skills.
 11. Assists with and completes special projects and activities as assigned.
 12. Prepare state hearing documentation and participate in state hearings.
 13. On call responsibilities as assigned.
 14. Provides and promotes excellent customer service to internal and external customers.
 15. Takes responsibility for exhibiting behaviors that contribute to service excellence.
 16. Performs duties with respectful communications and behaviors.
 17. Maintains strict confidentiality of consumer information according to HIPPA/Agency/OMA policy.
 18. Represents the Agency at community and special events as requested.
 19. Maintain reliable transportation, insurance, valid driver's license and the ability to satisfactorily undergo a Motor Vehicle Record check (MVR) on at least an annual basis.
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REQUIRED KNOWLEDGE SLILLS AND ABILITIES:

1. Ability to relate well with individuals, community agencies, Area Agency an OMA staff.
2. Understanding of home and community based service delivery system and community resources.
3. Ability to travel in a multi-county service area and access private homes and facilities, which may not be readily accessible.
4. Duties also involve carrying a laptop and files weighing up to 20 pounds into private homes and facilities which may not be readily accessible.

5. Strong written and verbal communication skills as well as the ability to communicate professionally, respectfully, positively, effectively and in a proactive manner.
 6. Knowledgeable in Microsoft Word and Excel.
 7. Successful completion of orientation training within 60 days of initial employment.
 8. Ability to make sound decisions and demonstrate critical thinking skills.
 9. Ability to prioritize, organize and maintain accuracy in a flexible job environment.
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AUTHORITY AND RELATIONSHIP:

This position reports directly to the Home Care Waiver Supervisor.

POSITION QUALIFICATIONS:

Registered Nurse or Licensed Social Worker (LSW or LISW) holding an active license to practice in the State of Ohio required and a minimum of one year prior experience in Home and Community Based Service.

SPECIAL REQUIREMENTS AND CONDITIONS:

This position shall be terminated if funding is not available for the Home Care Waiver Program. This position requires a criminal background check and website checks and drug/alcohol screening.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

AAA-4/June 2015; January 2019