

JOB DESCRIPTION

TITLE: Care Manager

FUNCTION: Care Management for the Medicaid Waiver Programs

STATUS: Exempt

ESSENTIAL FUNCTIONS:

1. Conducts comprehensive in-home assessments to identify the bio-psycho-social needs of the consumer, the degree of functional impairment, formal and informal support system available, and identifies, and addresses needs including health and safety risk factors.
2. Assists in the development of comprehensive goals and objectives and a Comprehensive Service Plan with the Medicaid waiver consumer and caregiver(s) using available community resources and formal and informal support systems utilizing payer sequence showing Medicaid and then the Medicaid waiver programs as payer of last resort.
3. Implements the Comprehensive Service Care Plan.
4. Provides ongoing assessment, coordination, and monitoring of a consumer's needs, strengths, circumstances, and services to assure that services/interventions continue to be appropriate and maintains the health and safety of the consumer.
5. Develop an individualized, culturally competent, written care plan, with consumer and caregiver's input, in order to maximize the consumer's quality of life based upon consumer's capacity and preferences.
6. Coordinates and collaborates with all available funding sources in order to use available resources efficiently and effectively.
7. Informs consumers about providers using the PASSPORT provider selection process and Informed Choice process when applicable.
8. Makes ongoing telephone contact with service providers to identify service delivery problems, to validate the current plan of treatment, and to note changes in a consumer's condition or needs.
9. Maintains contact with caregivers, family members and friends listed in the service/care plan to explain the role and responsibilities of the Care Manager and to ensure compliance with the consumer's service/care plan.
10. Provides consumer education in order to promote informed choice, understanding of risks and benefits of care options and decisions.

11. Advocate on behalf of the consumer and/or caregiver as needed.
12. Monitors the consumer's financial eligibility for Medicaid waiver-funded programs home care and has knowledge of general Medicaid eligibility criteria.
13. Reassess on the eligibility for Medicaid Waiver enrollment minimally every 365 days or more frequently if warranted by a change in consumer's status.
14. Participates in care management conferences with service providers, consumers, caregivers, physicians, APS workers, etc.
15. Modifies the care plan, as needed, to reflect the consumer's current needs, goals, and interventions.
16. Develops a discharge plan for consumers not meeting program eligibility standards. Disenrolls the consumer and facilitates the transition into non-Medicaid waiver service programs and community resource(s). Informs consumers who are disenrolled or denied services of the reason for this action and their appeal rights.
17. Maintains an effective record keeping system.
18. Maintains confidentiality of the clinical record, assessment tool, and case management data.
19. Completes and submits work within established time frames.
20. 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.
21. Other duties as assigned by supervisor.

AUTHORITY AND RELATIONSHIPS:

This position reports directly to a Care Manager Supervisor. This position has no supervisory authority.

POSITION QUALIFICATIONS:

Registered Nurse or Licensed Social Worker with at least one (1) year prior experience in home, care for elderly, home health care, medical social work, or gerontology.

SPECIAL REQUIREMENTS AND CONDITIONS:

This position shall be terminated if funding is not available for the AOoA's Long Term Care programs and services. This position requires a criminal background check, drug/alcohol screening and Ohio Department of Aging certification.

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.