

JOB DESCRIPTION

JOB TITLE: CARE MANAGER – Supports Coordinator (SW/RN)	JOB NUMBER: JOB GRADE:	APPROVED:
REQUIREMENTS: SPECIALIZED TRAINING OR BACKGROUND EXPERIENCE (AMOUNT AND TYPE) Licensed Social Worker or Registered Nurse with two (2) years of experience with prior experience in home health care, care/case management or skilled nursing home. Knowledge of local resources for the elderly and disabled. Knowledge of Medicaid and Medicare and regulations. Current Michigan drivers license.		
GENERAL JOB DESCRIPTION: Develops and completes client's care plan; establishes goals and directives of the care plans, and services to be utilized. Maintains regular, ongoing contact with clients, caregivers and physicians. Conducts reassessments and monitors clients' progress. Completes and submits timely paperwork and reports.		
DUTIES: LIST THE PRINCIPAL DUTIES OF THIS JOB. ALSO, DESCRIBE ANY SPECIAL CIRCUMSTANCES, REQUIREMENTS OR RESPONSIBILITIES WHICH ARE IMPORTANT IN EVALUATING THE JOB.		
<ol style="list-style-type: none"> 1. Utilizing assessment, develops a plan of care directed by the client (Person Centered Care Planning) 2. Performs reassessments on designated assigned cases. 3. Monitors reassessments and provides quarterly report to supervisor. Develops and completes care plans and other required documents. Reviews and modifies care plans as directed by the client / caregiver during the reassessment and obtains the clients signature of approval. 4. Maintains regular, ongoing contact with clients, caregivers, physicians and service providers listed on service plan through home visits and phone calls. 5. Educates clients, caregiver and service providers regarding the roles and responsibilities of each party, assuring that services are provided as documented in the care plan. 6. Conducts Level Of Care Nursing Facility Toll as required. 7. Continues to evaluate the appropriateness of the service plan, adjusting it as needed. 8. Monitors client progress in relation to goals and objectives listed in the care plan. 9. Interfaces with community resources as needed to support client. 10. Collaborates with peers (RN or SW) in coordinating services. 11. Produces timely and accurate commuter entry reports. 12. Maintains client confidentiality 13. Participates in training, supervisory meetings, in-services and continuing education opportunities. 14. Abides by DAAA's and Waiver Codes of Ethics. 15. Participates in other duties as assigned. 		
SUPERVISION: TITLE OR IMMEDIATE SUPERVISOR OF EMPLOYEE HOLDING THIS JOB		
SUPERVISOR OR DEPARTMENT: Manager		
CORE COMPETENCIES		
Assessment and intervention skills: All forms of assessment, data gathering, and monitoring a range of technical, therapeutic, safety, or other intervention skills.		
Communications: oral, written and computer skills used to exchange information and to transmit messages with or without clients and others.		
Critical thinking: competency includes a broad array of skills along a continuum from simple problem solving and analysis to complex problem solving, reflective judgment, scientific inquiry, and research-based knowledge development.		

Humanistic Caring Relationships – promoting client focused interests and concerns, interpersonal behaviors that demonstrate care for clients and significant others, sensitivity to diverse cultures and preferences, client advocacy, and social justice concerns.

Teaching: transmission of information intended to instruct clients and others about topics essential to healthcare and well being from simple testing and showing to more advanced skills of formalized teaching episodes

RESPONSIBILITY:

	L/N	Mod.	Cons.	Great
Contact with employees within the agency.	[]	[]	[]	[]
Contact with people within the community.	[]	[]	[X]	[]
Handling of money.	[X]	[]	[]	[]
Handling of confidential information.	[]	[]	[X]	[]
Judgment and analytical ability required.	[]	[]	[X]	[]
Initiative and ingenuity required.	[]	[]	[X]	[]
Ability to analyze budgets.	[X]	[]	[]	[]
Report writing skills.	[]	[]	[X]	[]

Key: L/N = Light or None, 20%; Mod. = Moderate 30%-55% Cons. = Considerable 65-75%, Great – 85%+

JOB DESCRIPTION:

Care Manager – Supports Coordinator

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED IN THE JOB POSITION: LIST PRIMARY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Computer literate: Word, Excel, Outlook
- Excellent communication skills, written and verbal
- Current Michigan drivers license and access to a car.
- Ability to analyze and problem solve.
- Knowledge of Medicaid and Medicare regulations.

Physical Demands:	L/N	Mod.	Cons.	Great
Max 10 lb lifting, occasional carry/lift.	[]	[X]	[]	[]
Max 20-30 lb lifting , prolonged carry/ lift	[X]	[]	[]	[]
Walking	[]	[X]	[]	[]
Sitting, with occasional walking	[]	[]	[X]	[]
Driving w/ getting in-out of the car, w-up steps	[]	[X]	[]	[]
Pulling files out of shelving and carry.	[]	[]	[X]	[]
Typing on the computer while on the phone	[]	[]	[X]	[]
Bending/ squatting / pushing	[]	[X]	[]	[]
Getting up/down from seated position.	[]	[X]	[]	[]

Key: L/N = Light or None, 20%; Mod. = Moderate 35%-55%; Cons. = Considerable 65%-75%; Great 85%+

I, April Williams, acknowledge and understand the requirement and duties listed in the above job description and accept full responsibility.

Signature

Date

