Job Description

Case Manager

Qualifications

1. Shall have at least a bachelor's degree (or equivalent work experience) in one of the human behavioral science fields (such as human services, nursing, social work, psychology, etc.)
2. Shall attend required meetings, workshops and seminars
3. Required to travel within the six county area covered by the agency
4. Must be able to manage a case load of 80+
5. Must be able to pass a background check and if needed, a drug test
6. Shall be required to demonstrate competency in all of the following areas:
   a. Knowledge of and ability to relate to populations served by the Single Entry Point agency (Elderly, Blind, Disabled, Brain Injured, Mentally Ill, Persons Living with Aids, Intellectually/Developmentally Disabled and Clients with Life Limiting Illness).
   b. Client interviewing and assessment skills
   c. Knowledge of the policies and procedures regarding public assistance programs is beneficial but not required
   d. Demonstrate the ability to develop care plans and service agreements
   e. Knowledgeable about long term care community resources
   f. Be able to negotiate, provide intervention and demonstrate interpersonal communication skills
   g. Monitor quality of care provided to clients
   h. Monitor for the health and safety of clients
   i. Act as an advocate for clients when appropriate and needed
   j. Comply with all rules and regulations set forth by the State of Colorado
   k. Demonstrate knowledge of computers and the ability to use programs such as Word & Excel
   l. Be able to use office equipment (i.e. fax machines, phones, etc.)
7. Must hold a current drivers license for the State of Colorado
8. Proficient in writing skills and verbal communication
9. Maintain confidentiality and follow HIPPA regulations

10. Independently manage & maintain complex & extensive records and prepare required reports for a case load
11. Be detail oriented, maintain a standard of performance acceptable by Area Agency on Aging, and be a team player
12. Deal effectively with conflict
13. Other duties as assigned