**United Methodist Homes**

**Job Description**

**Job Title:** Case Manager

**Department:** IL/ACF/ALP

**Reports To:** Administrator - IL/ACF/ALP

**FLSA Status:** Hourly

**Summary:** Assists Residents and their families with adjustment to an adult care facility by promoting psychosocial well-being and resident rights to prevent difficulties which may interfere with obtaining maximum benefits from care*.*

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

Works in close collaboration with physicians and other health care personnel in resident evaluation and treatment to further their understanding of significant social and emotional factors underlying resident's health problem.

Assist residents and families with the admission process and paperwork.

Helps resident and family through individual or inter-disciplinary conferences to understand, accept, and follow medical recommendations.

Provides direct casework to restore resident to optimum social and health adjustment within resident's capacity.

Utilizes community resources to assist resident with discharge planning.

Prepares social histories, individualized care plans, and reports.

Participates in planning for improving health services by interpreting social factors pertinent

to development of program.

Completes all necessary documentation within the medical record timely.

Assists residents and families with financial planning.

Understands and follows all HIPAA Guidelines.

Participates in various committees of the facility.

**Supervisory Responsibilities**

No Supervisory Responsibilities

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

A bachelor’s or master’s degree from an accredited college or university with major work in a human services, and one year of full time experience in the provision of services to a dependent adult population; or an associate degree from an accredited college or university with major work in human services and three years of full time experience in the provision of services to a dependent adult population.

**Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, residents, family members, regulatory agencies, or members of the business community. Ability to effectively present information to employees, residents, family members, top management, public groups, and/or boards of directors.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_