

POSITION: CASE MANAGER

SUPERVISOR: Regional Director
PROGRAM: Disability Services – Skagit County
STATUS: Full-Time/Non-Exempt
DATE: July 2017

GENERAL FUNCTION:

The Case Manager position is responsible for all client documentation creation and upkeep, financial records, medications as applicable, health and safety documentation, and all WAC and program requirements. Assuring agency compliance in all areas associated with client documentation requirements in accordance with DSHS policy.

Reviews and audits all documentation associated with assigned caseload to include secondary oversight of all incoming reporting as applicable to both service sites and clients programming needs both forecasted and ongoing.

Creates client IISP, PBS, Protocols, release of information, and other required documentation for timeliness of completion. Primarily responsible for the transition of clients into and out of the program as needed.

Secondary review for required site service documentation to include but not limited to fire drills, first aid/medical requirements, staff training requirements, infrastructure needs, and more.

QUALIFICATIONS:

- Bachelor's degree in a related human service field. Related experience can be substituted for educational requirements.
- One to two years of experience working with quality assurance, internal evaluations/audits and/or case management required.
- Experience working with developmentally disabled adults.
- Experience developing client individual plans preferred.
- Excellent organizational skills.
- Strong attention to detail and data integrity.
- Self-directed and motivated to set own deadlines.
- Effective team player.
- Excellent oral and written communication skills.
- Excellent computer skills, including Excel and data management.

PRINCIPAL ACTIVITIES:

- Maintains databases/files to track standards and compliance. (client files, ongoing staff requirements, etc)

- Informs PM and RD of non-compliance issues and assists in remedy
- Audits each client a minimum of monthly
- Creates client IISP, PBS, 6 months summary, and release of information for timeliness of completion.
- Audits client financial and verify them by signature, petty cash, medical, appropriate releases, and daily tracking for accuracy including end of month paperwork
- Generates reports to Regional Director for compliances or corrective actions that pertains to quality assurance.
- Attends applicable meetings and communicates information, findings and updates.
- Helps oversee sites on a limited basis during transitions
- Assists with management of PM caseload as directed by Regional Director
- Becomes completely familiar and knowledgeable with VOA/DS policies and procedures, DDA/WAC regulations, and DSHS mandatory reporting requirements
- Other duties as assigned by Regional Director or other management staff

If you wish to apply for this position, please email your resume and cover letter to:
recruiter@voaww.org.

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