CASE MANAGER II

Intellectual Disabilities Division

**Minimum Qualifications:** Bachelor’s Degree, in a Human Services field required, or a registered nurse; a valid Alabama Driver’s License, maintenance of a good driving record, and completion of Case Management Training approved and provided by Alabama Department of Mental Health and the Alabama Medicaid Agency.

**Primary job functions and performance expectations:**   
Assisting Medicaid (eligible and ineligible) adults (persons age 18 and over) with Intellectual Disabilities in gaining access to needed medical, social, educational, and other services.  
**Providing or coordinating the provision of at least the following direct case management activities to adults with Intellectual Disabilities.**

Needs assessment, including a written comprehensive assessment of the individual’s strengths, weaknesses, needs, and desires  
Case planning, including facilitation and participation in the development, review, and implementation of the Plan of Care within appropriate time frames.  
Service arrangement, including assisting the individual (or family) in identifying necessary services and supports and in linking the individual with needed services/resources as identified in the Plan of Care.  
Social support, including assisting the individual/family in expanding or establishing a social support network through linkage with appropriate persons, support groups, and/or agencies.  
Reassessment/follow-up, including evaluating progress toward accomplishing objectives specified in the Plan at quarterly intervals, contacting agencies/programs providing services to the individual in order to evaluate progress/effectiveness of services provided, documenting objectives/ progress, and participating in any revisions needed in the Plan of Care.  
Monitoring, including determining (on an ongoing basis) what services have been provided and whether they are adequate to meet the individual’s needs and documenting needs, referrals, and outcomes. Completion of home visits at least every 3 months and a face to face contact every month.

Attending and participating in interdisciplinary and interagency meetings as required. Completing necessary documentation as required for maintenance of the individual’s case management/service coordination record as well as for accountability and billing purposes.  
Preparing narrative and statistical reports as may be required by DMH.  
Attending workshops and conferences as required by DMH for best practice in service coordination/case management and Intellectual Disabilities.  
Maintains productivity requirement of 5 hours of billable time per day.  
Completes other related duties as assigned by immediate supervisor.  
Will execute these duties and responsibilities in a timely and accurate manner.  
These duties will be treated with the same importance in relation to confidentiality and priority as other duties and responsibilities.  
Involvement in Consultation and Education activities (at least two per year).

To Apply, please email your resume to:  [recruiting@centralalabamawellness.org](mailto:recruiting@centralalabamawellness.org)