

## **Intellectual Disabilities Support Coordinator (Case Manager) - Remote**

**Pay:** From \$17.00 per hour

### **Job description:**

Case Manager – Intellectual Disabilities Division

Classification: Care Coordinator

Supervisor: ID Division Director

### **Minimum Qualifications**

- Bachelor's Degree in a Human Services field required, or Registered Nurse (RN)
- Valid Alabama Driver's License required
- Maintenance of a good driving record
- Completion of Case Management Training approved and provided by the Alabama Department of Mental Health (DMH) and the Alabama Medicaid Agency

### **Position Summary**

The Case Manager provides service coordination and case management services to Medicaid eligible and ineligible adults (18 years and older) with Intellectual Disabilities. This position assists individuals in gaining access to needed medical, social, educational, vocational, and community services and supports.

### **Essential Job Functions and Performance Expectations Service Coordination and Case Management**

- Conduct comprehensive needs assessments, including written assessments identifying the individual's strengths, weaknesses, needs, preferences, and goals.
- Facilitate, develop, review, and implement the individual's Plan of Care within required time frames.
- Assist individuals and families in identifying needed services and supports and linking them to appropriate community resources and providers identified in the Plan of Care.
- Provide social support assistance by helping individuals and families establish or expand support systems through connections with agencies, support groups, and other community resources.
- Complete reassessments and follow-up activities at required intervals, including:

- Evaluating progress toward goals and objectives outlined in the Plan of Care
- Contacting service providers and agencies to assess service effectiveness and progress
- Documenting progress, objectives, referrals, and outcomes
- Participating in revisions to the Plan of Care when needed
- Monitor services on an ongoing basis to ensure support is appropriate, effective, and adequate to meet the individual's needs.

#### Documentation and Compliance

- Complete and maintain all required documentation for case management/service coordination records in accordance with agency, DMH, and Medicaid standards.
- Prepare narrative and statistical reports as required by the Alabama Department of Mental Health.
- Maintain confidentiality and ensure all duties are completed accurately and in a timely manner.
- Treat all assigned duties and responsibilities with equal importance regarding confidentiality, compliance, and priority.

#### Meetings and Professional Development

- Attend and participate in interdisciplinary team meetings, interagency meetings, and staffing as required.
- Attend workshops, conferences, and training required by DMH to maintain best practices in case management and Intellectual Disabilities services.
- Participate in at least two Consultation and Education activities annually.

#### Productivity Expectations

- Maintain a minimum productivity requirement of five (5) hours of billable service time per workday.

#### Additional Responsibilities

- Perform other related duties as assigned by the immediate supervisor.
- Execute assigned duties and responsibilities in a timely, professional, and accurate manner.

### Knowledge, Skills, and Abilities

- Knowledge of Intellectual Disabilities services, community resources, and case management practices
- Ability to communicate effectively with individuals, families, providers, and community agencies
- Strong organizational, documentation, and time management skills
- Ability to work independently and collaboratively within an interdisciplinary team
- Ability to maintain confidentiality and professional boundaries

### Working Conditions

- Frequent travel within the service area may be required.
- Position may require home visits, community-based meetings, and office-based work.

Job Type: Full-time

### Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: Remote