

## **AGING SERVICES CASE MANAGER**

### **Position Overview:**

The Case Manager is under the direction of the Executive Director and Aging Services Director and HomeCare In-home Services Supervisor. The Case Manager shall have responsibility for service including, but not limited to, client assessment and case coordination designed to identify a functionally impaired/elderly person's needs, develop a plan of care, arrange for services, monitor the provision of services and reassess the person's needs on a regular basis.

### **Duties & Responsibilities:**

- Conduct the initial assessment visit; formulate care plan; make case coordination visits; perform reassessments at regularly scheduled intervals; work closely to maintain and enhance volunteer and informal support systems; and maintain client confidentiality.
- Communicate appropriate assessment information to appropriate provider agencies.
- Maintain all required case records and update information on a regular basis.
- Conduct appropriate referrals to provider agencies when services requested are beyond the scope of the LTADD contracted programs.
- Participate in interagency conference as well as Service Providers' meeting and other meetings as directed by the Executive Director.
- Perform other tasks as assigned by the ADA/Associate Director.
- Must meet time deadlines established for reporting by the ADA/Associate Director and maintain clear and understandable records in a professional manner.
- Must work in any/all programs provided in the Aging Department.
- Other duties as assigned by the Executive Director and/or the Associate Director for Aging Services.

### **Education & Experience:**

The Case Manager must meet the requirements for the Kentucky HomeCare program and the Kentucky Waiver program.

### **General Qualifications:**

- Must have excellent written, verbal and listening skills and in working with frail and/or older persons, other professionals and the general public.
- Must hold a valid Kentucky Driver's License.

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- Must behave responsibly, consistently, and professionally in all interactions with clients.
- Submit to a Tuberculosis (TB) Skin Test or Screening annually. Screening costs will be covered by LTADD.
- Undergo CPR/First-Aid Training every two years. Associated training costs will be covered by LTADD.
- Complete DAIL Attendant Training annually at the time personnel evaluations are performed.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position will require criminal background screening.

### **Work Site:**

Generally in office sitting, however flexibility for travel and mobility to attend meetings and making site visits is a must and may require walking and/or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel.