



# Lincoln Trail ADD

## Job Description

**Aging Services Case Manager**

**Pay Grade 14**

STATUS	
<b>Date:</b> 18 January 2023	<b>Department:</b> Aging & Social Services
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Homecare/In-Home Team Leader/Supervisor
<b>Supervisory Responsibility:</b> None	

### **Position Overview:**

The incumbent 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. The incumbent will work in a variety of programs and funding streams based on allocations and program needs. The incumbent may work in one program, a variety of programs or be assigned to serve one specific role such as program assessor if this best meets the need of the department.

### **Duties & Responsibilities:**

- Conduct the initial assessment visit; formulate plan of care based on client needs; 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. Work within required computer systems for ongoing records and data entry.
- 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' meetings, community partners meetings and other meetings assigned.
- Must meet deadlines established by the leadership team and maintain clear and understandable records in a professional manner.
- Must work in other programs provided in the Aging and Social Services Department. This includes the willingness to cross train for other programs to assure client needs are met in all programs.
- Other duties as assigned.

**Education & Experience:**

- Required: Must meet the requirements for the Kentucky Homecare program and the Kentucky Medicaid 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.
- 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:**

General office setting; 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 occasional attendance of after hour meetings and overnight travel.

**Workplace Hazards:**

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.