

<p>JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 10/31/14</p>	<p>CASE MANAGER- ADULT TCM Outpatient and Community Services</p>
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* Denotes an Essential Function

Title: Case Manager – Adult TCM

Category: AS2

Code: 141

Minimum Educational Requirements: Bachelor's Degree from an accredited four (4) year institution of higher learning with a specialization in psychology, mental health and human services, behavioral health, behavioral sciences, social work, human development, special education, counseling, rehabilitation, sociology, nursing or closely related field, or degree in a related field with minimum of a year of full-time relevant human services experience.

Minimum Experience Requirements: Minimum of one year of experience working in the developmental disabilities field required.

Duties and Responsibilities of the Position:

- * 1. Provide initial assessment when clients are referred. Complete intakes, administer assessment screenings as required, and enter data into electronic data base for client records.
- * 2. Maintain regular contact with client, guardian, and other team members and community professionals involved with client.
- * 3. Facilitate Person Centered Planning (PCP) team meetings and develop a plan of care (PCP) for the client with input from the team. Work closely with team members to oversee implementation of the Person Centered Plan. Monitor and document progress.
- * 4. Ensure that clients (and guardians/families, as applicable) are aware of relevant community services and resources, and assist clients in accessing resources.
- * 5. Meet or exceed expectation for client billable hours, as reviewed on a bi-weekly basis.
- * 6. Participate in individual/group supervision.
- * 7. Work effectively with other programs inside and outside of Spurwink to ensure effective communication and best possible outcomes for clients.
- * 8. Maintain records and documentation as required by Spurwink and OADS.
- 9. Maintain a positive attitude and professional boundaries throughout all relationships related to delivering services as a Spurwink Service employee both internally and in the community.
- 10. May perform other duties as assigned.

Immediate Supervision: Regional Director, Associate Regional Director or designee.

Immediate Subordinates: None.

Schedule of Employment: Non-Exempt.

Other: As an employee of Spurwink, the Case Manager is expected to adhere to the policies and procedures of Spurwink. He/she must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of work of educating, training, and treating clients from diverse backgrounds, the Case Manager is required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Case Manager may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire. He/she must maintain a clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date