



COMMUNITY HOMES FOR ADULTS, INC.

COMMUNITY HOMES FOR ADULTS, INC. (CHAI) JOB DESCRIPTION

Title: Case Manager
Reports to: HCS Program Manager

The Case Manager receives oversight and direction from the HCS Program Manager with ultimate reporting responsibility to the Director of Programs and Services. This person is responsible for ensuring the continuation of services and supports for individuals receiving HCS Medicaid-waiver services under our contract.

The Case Manager job performance will be rated on the following outcomes and performance measures:

Performance Measures as they relate to the Individual's needs are:

- A. Participates in Service Plan Team meetings for residents and actively participate in the ongoing process on behalf of the resident.
- B. Submit paperwork prior to the deadlines as set forth by both internal and external entities.
- C. Complete required paperwork in a timely manner to include those from Health and Human Service Commission (HHSC), Dallas Metrocare/LifePath Systems, Social Security Administration, etc.
- D. Work collaboratively to ensure revisions to service plans are completed to ensure continuation of services.
- E. Assists with coordinating the resulting training and documents that training accurately.
- F. Responds to individual's, family or guardian's concerns regarding services and supports. Documents necessary communication in a proper and timely manner.
- G. Follows on-call procedure to insure timely communication of emergency needs.
- H. Participates in necessary staff / house meetings and keeps apprised of resident updated information and needs. Informs self of updates through logs and computer updates.
- I. Assures residents' privacy. Understands and respects resident's privacy with respect to personal information, records, and confidences. Understands where and with whom to share that information.
- J. Assures that all residents have full opportunity to participate in the life of their community and culture.
- K. Assures that people are respected and that they are free from abuses of any kind. Staff will follow proper procedures when any abuses are noted or suspected.
- L. Notifies Program Manager/Director of any medical need. Acts in an emergency to call 911.

In addition, the Case Manager is expected to:

1. Demonstrate competence in driving the agency vehicle and show insurability. Provide a valid Texas Driver's License. Maintain current insurance on own vehicle.

2. Must demonstrate competence in all areas of required training for position such as CPR, first aid, PMAB, Self Administration of Medication, documentation, behavioral principles, and those required by licensure of home.
3. Must meet and maintain a criminal history void of offenses listed on the DADS list of non-allowable offenses, offenses that represent a pattern of negligent fiduciary responsibility, or any behavior represented on the Employee Misconduct Registry annually.
4. Assists with other duties as assigned.

Qualifications:

Employee must have and present a high school diploma or equivalency a Bachelor's degree in Health & Human Services or related fields is preferred.

They must have three years verifiable work experience working with people with developmental disabilities with priority given to those with experience with the Home and Community Based Services and/or Texas Home Living Medicaid-Waiver programs.

Employee must have basic knowledge of TMHP, Therap, CARE, etc.

I have read the above job description and understand the expectations required of me.