TARC
Service. Support. Advocacy.

JOB DESCRIPTION

POSITION: Targeted Case Manager

JOB OBJECTIVE: Provide Targeted Case Management to persons with intellectual and developmental disabilities to promote maximum independence, community inclusion and to maintain accountability and continuity of services. As a professional representative of the TARC Case Management Division, maintain positive and effective working relationships with allied persons, agencies, families and other community members. Be a member of a TEAM that confidently and competently supports one another.

IMMEDIATE SUPERVISOR: Targeted Case Management Director

RESPONSIBILITIES:

I. ASSESSMENT

A. Gather all necessary information regarding the person served in order to identify and document the person's preferred lifestyle, strengths and needs.
B. Coordinate and complete assessments as required for funding or other purposes.
C. Participate in team meetings to assess and identify people's needs and preferred lifestyle ensuring person centered discussions and decisions.

II. DEVELOPMENT OF SUPPORT PLAN

A. Utilizing information collected through assessment, develop and keep current a Person Centered Support Plan to meet State requirements which specifies the goals and a course of action to address medical, social and educational needs and preferred lifestyle.
B. Work with the person and their team to ensure the active participation of the person in the planning process.

III. REFERRAL ACTIVITIES

A. Refer and link persons with medical, social, education and other programs which can meet the needs identified in the Person Centered Support Plan.
B. Ensure informed choice by sharing information about community services, supports, resources and funding with person /guardians.
C. Provide follow-up on referrals ensuring the person was able to access the resource and that the resource met the need.
D. Facilitate transition processes by scheduling required Transition Meetings and completing Transition Plans making sure necessary information is shared for a successful transition.

IV. MONITORING and FOLLOW UP

A. Maintain minimum contact standards to build relationships, identify unmet needs and ensure services in the person's Person-Centered Support Plan are adequate and provided as indicated. Monthly contact for persons receiving Day and Residential Services and quarterly contact for all others.
B. When there are changes in the needs or status of the person, make adjustments to the Person Centered Support Plan and service arrangements with providers.

C. Provide follow up and documentation for issues involving abuse, neglect, exploitation, medical urgencies, injuries or involvement with criminal justice system.

V. DOCUMENTATION AND RECORDS

A**.** Develop and maintain individual records according to divisional and State procedures to meet licensing standards.

B. Maintain daily documentation of Targeted Case Management activities according to State requirements.

D. Meet Case Management Division minimum performance expectations by providing documentation of providing an average of 400 units per month of TCM activities.

VI. CASE MANAGEMENT TEAM

A. Actively participate in divisional team meetings by sharing ideas, brainstorming and assisting team members to improve quality of services provided.

B. Act as a resource and support for other team members and provide coverage when necessary.

C. Provide input on division goals, training needs and other team issues.

D. Maintain professional relationships and effective communication with support systems and service providers on behalf of person/family and TARC.

E. Participate in the annual Case Management events.

VII. OTHER DUTIES AS ASSIGNED

QUALIFICATIONS: Person of good character who is mentally and physically able to conduct oneself in a responsible manner in carrying out the job for which they are employed. Must be able to work with minimal supervision and meet multiple deadlines. Must be able to work effectively with individuals with diverse values and beliefs. Extensive knowledge of community resources and ways to meet persons needs necessary. Must have the ability to multi-task, be flexible, have outstanding verbal and written communication skills, possess leadership qualities and a desire to work as part of a team. Must have the ability to effectively bring resolve to conflict with integrity and respect of all team members.

EDUCATION: Bachelor's degree with preference given to degrees in human service fields (Applied Behavioral Sciences, Psychology, Social Work, Child & Family Development, etc.). Full-time experience in the field of developmental disabilities services may be substituted for a degree at the rate of six months of full-time experience for each missing semester of college.

EXPERIENCE AND TRAINING: Minimum of 1-year experience in the field of developmental disabilities required. Preference will be given to applicants with 2 or more years of experience working in human service fields and/or working knowledge of SMART goals, positive behavior supports, and strength-based case management.

Must have a working knowledge of Microsoft office products and possess strong organizational skills.

ORIENTATION

A. The Case Manager must successfully complete the required online assessment for Case Management within 21 days of the date of hire, or any time that the state requires a review or re-testing of the TCM online Assessment for Case Management, or BASIS 6.0.

B. If the online assessment is not successfully completed within this time period, the Case Manager will work under the close supervision of the Director.
C. If the online assessment is not completed successfully within the next 15 days, employment as a Case Manager may be terminated.
D. The Shawnee County CDDO requires 20 hours of Core Training to be completed annually.

CLASSIFICATION: Hourly/Non-exempt **SALARY LEVEL:** 4

EEO: 2 Professionals **WC ID:** 8864 Social Services

TRAINING REQUIREMENTS: As outlined in TARC Policy 03-014 Staff Development.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is primarily performed in typical interior/office work environment; however, some consultation in community locations such as homes or schools are required.

OTHER REQUIREMENTS:

A Have and maintain a valid Kansas Driver's License.
B. Maintain eligibility for TARC's standard insurance policy.
C. Must be able to exercise good judgment and discretion in handling confidential information.

The above Job Description has been reviewed with me by my Supervisor and I understand my job responsibilities as outlined above.

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Employee Name **Date**

_____

Supervisor Name **Date**

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined on the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an "at will" basis.