

REHABILITATION INSTITUTE OF SOUTHERN CALIFORNIA

POSITION DESCRIPTION

PROGRAM: Independent Living Skills Services

Position: Case Manager

DATE: November, 2018

FUNCTIONS AND GENERAL SCOPE OF THE POSITION: The Case Manager is responsible for the service delivery and coordination with the participant as guided by the participant's Individual Program Plan for all assigned cases.

WORK PERFORMED: The Case Manager is responsible for all service delivery as specified in a participant's IPP and supervision of ILS Instructors, who teach in the areas of: money management, advocacy, menu planning, meal preparation, grocery shopping, housekeeping, laundry, health/medical issues and appointments, mobility training, and psycho-social skills. Other functions include completion of participant evaluations/assessments; daily report writing; annual and semi-annual reports; participate in staff meetings and case conferences; respond to participant emergencies via the ILS emergency pager at least one week per month, in the event of an absence or emergency; oversee quality of service delivery; to act as backup as needed for positions in the event of unplanned absences; and other related duties as assigned. The Case Manager will be trained to fill in for ILS Program Coordinator in his/her absence to complete program monthly billing, timecards and to correspond with outside agencies as needed.

ESSENTIAL FUNCTIONS OF THE JOB: Provide supervision for ILS Instructors; monitor the use of contracted participant hours; complete daily documentation; provide written evaluation/assessment of participants; provide intervention for participant with community agencies and resource organizations; conduct meetings with staff, outside agencies and significant others; monitor quality of participant service; provide participants with life skills training.

EQUIPMENT USED: IBM compatible computer, calculator, copier, fax machine, telephone, personal pager, personal vehicle.

POSITION QUALIFICATIONS: Bachelor's degree in human services, counseling, or other related field and one year's recent continuous experience in rehabilitation, with at least six months of recent supervisory experience. Knowledge of developmental, traumatic and physical disabilities. Excellent verbal and writing skills are required. Must exhibit an appearance appropriate to the position. Must have a valid California Driver's license, clean driving record, and possess full-coverage car insurance. Must have the ability to read, speak and write English proficiently. Must pass a fingerprint clearance through LIVE SCAN.

PHYSICAL REQUIREMENTS: Ability to bend, stoop, squat, and kneel; lift, carry and move items weighing up to 25 pounds; turn head, torso, legs, arms, and back; walk a variety of terrain; ability to reach above and below shoulder; sitting for one (1) to two (2) hours may be necessary for desk/computer work or meetings; walk for up to one (1) to two (2) hours while training the participant in the community; ability to get in and out of

personal vehicle up to eight (8) times per day; sit and drive personal vehicle up to eight (8) hours per day; average vision (corrected vision acceptable) to provide visual training and driving of personal vehicle; communicate to speak with and hear parents/care providers, participants, co-workers, supervisor, and community members in person and over the telephone; ability to type, write and complete documents and other paperwork, mobility to maintain files including opening and closing vertical and horizontal cabinet drawers and removing and/or placing files or items in cabinets; may need to walk up and/or down inclines and flights of stairs; retrieve and replace items on shelves which may be on a top, middle, or bottom shelf; sit and stand through the day in performing duties.

METHOD OF PAY: Hourly

HOURS PER WEEK: 40 Hours/Week

SUPERVISES: ILS Instructors

SUPERVISED BY: Program Director

ADVANCEMENT OPPORTUNITIES: ILS Director

ADVANCED FROM: ILS Instructor

STATUS: Non-exempt

I have read, understand, and agree to perform the above duties as assigned, without accommodation.

Name: _____

Date: _____