

Case Manager
Northeast Colorado Association of Local Governments (NECALG)
Single Entry Point (SEP)

JOB TITLE: Case Manager (\$19-\$20/hr)

DEPARTMENT: Single-Entry Point/Options for Long Term Care

GENERAL JOB DESCRIPTION

This full-time position is responsible for performing a variety of highly responsible, confidential, and complex duties including providing professional and technical assessment, case management and direct service and assistance to clients. Clients may include the elderly, blind, disabled, brain injured, mentally ill, developmentally disabled, and those in hospice, pediatric and home health. Travel is required, must be able to manage a caseload of 80+, and be detailed oriented and a team player.

MAJOR DUTIES AND RESPONSIBILITIES

- Shall attend required meetings, workshops, and seminars.
- Required to travel within the six-county area covered by the agency.
- Shall be required to demonstrate competency in all the following areas:
Knowledge of and ability to relate to populations served by the Single-Entry Point agency (Elderly, Blind, Disabled, Brain Injured, Mentally Ill, Persons Living with Aids, Developmentally Disabled and Pediatric Hospice Clients).
- Become knowledgeable of the policies and procedures regarding public assistance programs.
- Demonstrate the ability to develop care plans and service agreements.
- Become knowledgeable about long term care community resources.
- Be able to negotiate, provide intervention and demonstrate interpersonal communication skills.
- Monitor quality of care provided to clients.
- Monitor for the health and safety of clients.
- Act as an advocate for clients when appropriate and needed.
- Comply with all rules and regulations set forth by the State of Colorado.
- Maintain confidentiality and follow HIPAA regulations.
- Independently manage & maintain complex & extensive records and prepare required reports for case load.
- Deal effectively with conflict.

QUALIFICATIONS

Education:

Bachelor's Degree (BA or BS), or equivalent work experience, in a human behavioral science field such as Human Services, Nursing, Social Work, Psychology, etc.

Other:

- Must be able to pass a background check and a drug test.
- Must hold a current driver's license for the State of Colorado
- Must be able to type 60 words a minute and be proficient in writing skills and verbal communication.
- Demonstrate knowledge of computers and the ability to use programs such as Word & Excel, being able to use office equipment.
- Client interviewing and assessment skills.
- Other duties as assigned.
- Main office is in Fort Morgan with options to work from home.
- Pay range \$19.00 -\$20.00 with PTO, health benefits, and PERA retirement.
- Hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.