

SUMMIT POINTE JOB DESCRIPTION

Job Title: CARE MANAGER, CSM I/DD	Position Category: Union/Non-Exempt
Reports to: Director of Community-based Services	Grade Level: 04
EEO Category: 5	EEO Job Group: 5

Key Responsibilities and Accountabilities:

Key responsibilities for Care Managers are those identified in the Medicaid Manual as Targeted Case Management and Supports Coordination. The role of case management is aimed at assisting customers to design and implement strategies for obtaining services and supports that are goal-oriented and individualized. Services include assessment, planning, linkage, advocacy, coordination and monitoring to assist customers in gaining access to needed health and dental services, financial assistance, housing, employment, education, social services, and other services and natural supports developed through the person-centered planning process. Services shall be provided in a responsive, coordinated, effective and efficient manner focusing on process and outcomes. Supports may be provided within customers' homes or within community settings. Supports are provided as outlined in the individualized plan of service based on person-centered planning. Maintains record compliance within agency requirements and standards utilizing electronic / hard copy record formats. Shall ensure compliance and participation with competency improvement activities including, but not limited to, credentialing, continuing education (per licensure requirements or minimum of 24 hours per year of clinically based trainings), implementation of evidence based practices, peer review attendance, and professional improvement practices. Care Managers must receive training in the core elements of case management and supports coordination. Demonstrates good organizational, verbal/written communication, computer, analytical and problem-solving skills. Shall be self-directed and resourceful. Participates in corporate quality improvement and problem solving activities. Maintains confidentiality and privacy within MDHHS, state and federal guidelines. Utilizes knowledge of CARF, CMS, MDHHS and Managed Care standards. Position requires annual TB testing. Performs other duties as required.

Qualifications and Capabilities:

- Licensure in the State of Michigan. Minimum licensing requirements LLBSW/LBSW. Other behavioral health licensures also accepted (LLPC/LPC, TLLP/LLP, LLMSW/LMSW).
- Two years of experience in behavioral health care setting as a practicing licensed professional preferred. Experience working with individuals who have a intellectual/developmental disability preferred.
- Prefer QBHP / QIDP requirements met: One year of specialized training or experience in treating or working with a person who has a mental illness (QBHP); one year of experience in treating or working with a person who has developmental disabilities (QIDP); QIDP required for HAB Waiver Services.
- One year of computer experience – Word, Excel, and other electronic medical record software preferred.

Essential Function:

This position will be knowledgeable about and actively support: 1)culturally competent, recovery-based practices; 2)person-centered planning as a shared decision making process with the individual, who defines his/her own life goals and is assisted in developing a unique path toward those goals; and 3)a trauma informed culture to aid individuals in their recovery process.

Trauma Informed System of Care:

A trauma-informed approach to service delivery emphasizes physical and emotional safety, choice, empowerment, and trustworthiness for customers. The impact of trauma is broad and touches many life domains. Participation is mandatory for activities required for Summit Pointe to become a “Trauma Informed System of Care.”