

# Position Description- Targeted Case Manager

**Job Location:** 700 N. 3<sup>rd</sup> Street  
Leavenworth, KS 66048  
And various locations in Leavenworth County  
Site may change as tasks require.

**Work Hours:** 40 Hours per week position, typically 8:00 a.m. to 4:30 p.m. – Monday thru Friday, however evenings and weekends may be required. Hours may vary as tasks require.  
Participate on the emergency on-call roster as needed.

## JOB DUTIES AND EVALUATION WEIGHTS OF POSITION

- **[.30]** \*Manage assigned case records. Assure all necessary documentation, to include Targeted Case Management billing is current and meets and/or exceeds KDADS/Medicaid standards. Responsible for development and implementation of training programs for assigned caseload. Assure that any deficiencies noted through the Case File Review and Program Quality Assurance processes are corrected immediately for assigned case records.
- **[.10]** \*Act as advocate in Person Centered Support Plan (PCSP) meetings for assigned caseload and maintain all necessary documents related to the PCSP in accordance with KDADS regulations.
- **[.10]** \*Develop and mobilize natural, unpaid supports such as families, neighbors, friends, church and community members for individuals on assigned caseload. Help develop locally needed services so that individuals may receive home and community-based services such as dental services, speech therapy, vision services, etc. that may not be covered by Medicaid, Medicare, private insurance or other benefit programs. Establish links between recipients and service providers. Assist individuals in seeking services and supports that address their preferences for living and working in their community.
- **[.10]** \*Monitor at least monthly the recipient's needs as well as the appropriateness and quality of services provided. Complete quality assurance checklist as required. Monitor use of current services in place. Complete in-person home visits at least one time per quarter.
- **[.10]** \*Be available to recipient and guardian/family for crisis intervention and make referrals for community-based services as necessary. Identify and develop supports and plans, as needed, to address risks and behavioral needs.
- **[.10]** \*Advocate for individuals on assigned caseload. Lead staff, guardians, and families in employment, educational, habilitation, and/or residential plans that support recipients in the least restrictive environment.
- **[.10]** \*Assist individuals in accessing available resources, and benefits such as Social Security, Medicare, Medicaid, community scholarships, and other benefits as needed.
- **[.10]** \*Update and maintain contact information for individuals on assigned caseload and report any changes to the Riverside Resources, Inc. Business Office, Community Developmental Disability Organization (CDDO), Managed Care Organization (MCO) and service providers via Form 3161.

The Targeted Case Manager may be assigned other duties by their immediate supervisor or the Executive Director.

\*Essential Functions

**SUPERVISION RECEIVED**

- CDDO Director

**SUPERVISION GIVEN**

- No supervision of others

**RESULTS OF AN ERROR IN ACTION OR DECISION**

- Deficiencies in person served records and programming, non-compliance with Kansas Department for Aging and Disability Services (KDADS) policies and procedures, and possible disciplinary action.

**POSSIBLE CONTACTS FOR THE CORPORATION**

- Contacts with governmental agencies, parents/guardians, doctors, and individuals with intellectual or developmental disabilities.

**HAZARDS AND RISKS OF POSITION**

- Due to the nature of the position, complete confidentiality is required. Breach of confidentiality may lead to immediate dismissal.
- Targeted Case Managers whom are unable to bill for persons-served services will be terminated.
- Position may require changes in duties and schedule as programs and services are developed and implemented.
- Employee may perform tasks that put themselves at risk of exposure to blood-borne pathogens and infectious materials.
- When necessary, implement MANDT physical crisis intervention techniques when dealing with individuals who are upset.
- Lifting and transferring of person served and property as necessary. May include from floor to above head, pushing, pulling, twisting, stooping and bending. On feet and in motion.

**EQUIPMENT USED**

- Telephone, computer, copying machine, fax machine, calculator, and cell phone.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

- A minimum of six months experience in the field of developmental disabilities services and a bachelor’s degree; or, additional experience in the field, which may be substituted for the degree at the rate of six months of experience for each semester.

**CERTIFICATES, LICENSES OR TRAINING REQUIRED**

- Complete a registration process that includes demonstrating qualifications, providing demographic information, and agreeing to abide by service and ethics standards as well as case management-related policies and procedures, case management-related training, and assessments as required by the Kansas Department for Aging and Disability Services.
- Valid Driver’s License with zero capital and less than 3 moving violations (prior to employment)
- Insurability through the corporation’s auto insurance.
- Pre-employment and post-accident drug testing.
- K.B.I., Child Abuse and Neglect Central Registry, Adult Abuse and Neglect Central Registry, and Health Occupations Credentialing.
- Must attend and pass tests in CPR, First Aid, and MANDT.
- Must pass pre-employment physical by meeting the Level 3-Medium Strength Requirement Classification Criteria (published by U.S. Department of Labor) Level 3 – Medium Work: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently and/or greater than negligible up to 10 lbs. of force constantly to move objects.

THESE QUALIFICATIONS AND RESPONSIBILITIES MAY BE CHANGED AT ANY TIME TO SUPPORT AND ENHANCE THE CORPORATION’S SUCCESSFUL ACHIEVEMENT OF ITS MISSION.

**COMPETENCIES**

- Working knowledge of persons with intellectual or developmental disabilities;
- Detail oriented and willingness to complete tasks in full;
- Professionalism;
- Initiative;
- Team player attitude;
- Flexibility;
- Good organizational and writing skills.

**I have read the position description and understand the duties contained herein.**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**