



ALTCEW JOB POSTING | 12/5/22

Position Title: Case Manager I

Department: Title XIX Case Management

Position Overview

The person in this position will be responsible for case management services for older and/or disabled adults in need of community based long term care services. Positions at this level perform their work and solve problems within the policies and objectives for a specific functional area or program and will devise and set procedures for others. This position reports to the Case Management Supervisor.

Our teams: Our case management teams are empowered to work together to solve problems, in serving those in the community who need our assistance.

Our Mission: As an Area Agency on Aging we promote well-being, independence, dignity, and choice for older persons and all individuals needing long-term care in our five-county area.

Benefits and Well-Being: This position is full time at 37.5 hours per week. We provide a hybrid (remote and in-office) work environment. We offer a wide variety of benefits including medical, dental, vision, long-term disability and life insurance and paid premiums for mandatory WA Paid Family & Medical Leave. Generous paid vacation and sick leave, 3 self-care days, 12 paid holidays, Washington Department of Retirement Systems pension/retirement plan and FSA accounts and Employee Assistance Program. Mileage reimbursement is provided at the current federal reimbursement rate. Assistance with Public Service Loan Forgiveness.

Our Culture: Our agency possesses a positive, welcoming environment. We provide a variety of wellness services, foster employee engagement through peer recognition and regular staff social activities, and pursue diversity initiatives. Our employee assistance programs foster health and well-being. Employees are regularly offered opportunities to socialize together, and volunteer in the community.

Essential Functions and Responsibilities include the following:

- Provides Case Management duties as prescribed by Washington Administrative Codes, complying with program regulations and policy directives.
- Provide client maintenance and reassessment services for clients, conduct comprehensive assessment, and use the electronic version of the assessment in the client's home.

- Develop and implement care service plans, coordinating with DSHS staff, ALTCEW consulting nurse and service providers; maintain and coordinate revisions to the plans. Maintain good working relationships.
- Provide oversight of the care being provided to the client and ensure Individual Providers being authorized payment for personal care services, are qualified according to Washington Administrative Codes.
- Provide termination planning and fair hearing advisement.
- Participate in fair hearing process, as needed.
- Provide supportive functions such as client advocacy, assistance, networking and family support, becoming thoroughly acquainted with community resources available for individuals needing long term care.
- Maintain client service records, including electronic records, in a complete and timely manner.
- Other duties may be assigned

Environmental Factors

Ability to drive to home visits as needed using personal vehicle. Driving demands average 150 to 300 miles per month depending on client needs.

Ability to work on computers and the telephone for long stretches of the day, frequent typing for up to 5 hours per day. Have speech, visual, and hearing skills sufficient to interact with staff and the public. Must have finger dexterity to operate computers. Occasional periods of writing. Infrequent bending, stretching and lifting. Must have the ability to lift 15 pounds on a regular basis (computer case with laptop and files on home visits).

Skills, Knowledge, and Abilities

Knowledge of aging and long term care services including the Area Agency on Aging service network. Ability to learn and apply federal and state policy directives and program regulations. Ability to apply observation and analytical techniques in evaluating situations and formulating conclusions. Knowledge of federal, state and local codes and regulations pertaining to community based in-home personal care case management. Proficient with Word and Excel. Ability to perform data entries with speed and accuracy and to quickly learn software platforms that change to support delivery systems. Ability to be supervised.

Minimum Qualifications

Bachelor's degree in behavioral or health sciences and two years of paid on-the-job social services experience; or a Master's degree in behavioral or health science and one year paid on-the-job social service experience; or a bachelor's degree and four years of paid on-the-job social service experience.

This position also requires a criminal background check that qualifies the individual to work with vulnerable adults (WAC 388-133).

Must have and maintain a valid driver's license. Employees driving a privately owned vehicle on agency business must have liability insurance on the privately owned vehicle.

Beginning Salary: Pay Level 6-A, \$51,577. If candidate's current pay is in pay level 6, pay placement for the successful internal candidate will be one step higher than current step in pay level 6. If current pay is Level 5, new pay would be 6-A or the closest step in pay level 6 approximately 5% above current pay, whichever is higher.

Application Deadline: February 28.

EEO Statement: We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, genetic information, veteran/military status, or disability status.

Apply at: www.altcew.org/employment-opportunities. Call 458-2509 for assistance in applying.