



## ***Targeted Case Manager***

**REPORTS TO:** DIRECTOR OF OPERATIONS & DIRECTOR OF QUALITY ASSURANCE

**LOCATION:** OSAGE CITY/SATELLITE OFFICE

**STATUS:** NON-EXEMPT

### **GENERAL JOB DESCRIPTION**

The Targeted Case Manager is responsible for determining functional eligibility for the HCBS PD and TBI Waivers and developing plans of care that are cost effective and meet the consumers' health, safety, and welfare needs. The position requires knowledge and delivery of the five core services of independent living. The position also requires knowledge of disability issues, the independent living philosophy, and the HCBS PD and TBI Waivers.

### **ESSENTIAL JOB FUNCTIONS**

- Serve as a point of access for Medicaid services
- Determine functional eligibility for the HCBS PD and TBI Waivers by completing the assessment process
- Develop the consumers' plan of care and update as needed
- Ensure that the consumers' plans of care are cost effective and meet their basic health, safety, and welfare needs
- Ensure that consumers have full and unbiased access to a variety of services and service providers to meet their specific needs
- Advocate for consumers by arranging for services with individuals, businesses, and agencies for the best available service within limited resources
- Participate in the external and internal quality assurance process
- Complete accurate and timely documentation, including the consumer file, Davis documentation, and electronic documentation
- Conduct home visits and telephone communication with consumers' in order to ensure health, safety, and welfare needs or other services needed
- Collaborate with the RCIL, Inc. payroll department and other providers as needed to ensure accurate and timely reimbursement for consumer services provided

- Maintain appropriate, positive, and professional interpersonal relationships with staff, peers, consumers, volunteers, and other stakeholders.
- Attend and participate in trainings as required
- Maintain confidentiality of consumer information
- Abide by the policies and procedures as outlined in the SRS HCBS PD and TBI Waivers' Policy and Procedure Manual and SRS HCBS Provider Manuals
- Abide by KSA 39-1431 regarding reporting of abuse, neglect, exploitation, and fiduciary abuse to SRS Adult Protective Services
- Abide by the policies and procedures as outlined in the RCIL, Inc. Employee Handbook

### **OTHER JOB FUNCTIONS**

- Identify, coordinate, and deliver the five core services of independent living to consumers including individual and systems advocacy, information and referral services, peer counseling, independent living skills training, and deinstitutionalization
- Attend staff meetings and other meetings as required
- Assist and advocate for the development of new programs/services for persons with disabilities to enhance independent living and consumer choice
- Perform presentations to community agencies as requested
- Participate in training new staff for RCIL, Inc. as requested
- General office duties as needed
- Other duties as assigned

### **REQUIRED QUALIFICATIONS**

- A personal experience with a disability as recognized by the Rehabilitation Act of 1973; **or** experience providing direct services including case management (working directly with people with a variety of disabilities); **and** an understanding of independent living philosophy with at least 12 hours of standardized training in history and philosophy of independent living every year provided by an Independent Living Center of the State Independent Living Council of Kansas; **and** completion of a standard practicum which includes "on-the-job" training of at least four assessments with mentoring provided by at least two different qualified Targeted Case Manager already trained and or more assessments completed solely by trainee with supervision provided by a qualified Targeted Case Manager; **and** on an annual basis, demonstrate proficiency about the services, policies, rules, and procedures of the HCBS PD Waiver program to the administrators of the program.

- Completion of the SRS HCBS PD and TBI Waivers Targeted Case Manager On-Line Certification Questions or completion of a previous Targeted Case Manager Training as provided by SRS.
- An understanding of the Independent Living Philosophy
- Excellent oral communication skills, written communication skills, and interpersonal skills
- Excellent organizational skills
- An ability to work productively and independently
- Reliable transportation as travel is a requirement
- Computer knowledge including a working knowledge of Microsoft Office and the ability to utilize a Microsoft Access database

### **PREFERRED QUALIFICATIONS**

- Demonstrated knowledge of a range of disabilities
- Bachelor's degree and/or a demonstrated history in working with persons with disabilities towards a goal of living independently
- Master's Degree in Rehabilitation Counseling or related field

This is a full-time position (40 hours per week), non-exempt status. The salary is dependent upon caseload, quantity/quality of work, duration of employment, experience, and education. Benefits are included and referenced on the Employee Benefits Summary.

The above declarations are not intended to be an all-inclusive list of duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. RCIL, Inc. reserves the right to modify, add, or remove duties and to assign other duties as needed.