

June 30, 2021

**CASE MANAGER
JOB DESCRIPTION
Salary - \$20 - \$25 an hour
On-Call Position**

Position Title: Case Manager

Status: Part-Time/Full-Time Employee Status

The Case Manager is the primary contact and coordinator for the customer that has been referred to Good Steward BBC, LLC. The overall goal is to coordinate evaluations, write assessment reports and provide ongoing services to customers, within the established time frames. Candidate must be a self-starter with good computer and writing skills. Candidate must have excellent time management skills and be able to meet deadlines.

JOB DESCRIPTION

The Case Manager is the primary contact and coordinator of meetings and services for customers. The Case Manager is responsible for programmatic coordination and completion of the Final Assessment Report. The Case Manager will meet with the client to complete the demographic analysis and complete a home visit. The Case Manager will administer testing. Coordinates and schedules meetings between the client and other assigned professionals. Documents information electronically utilizing the Good Steward BBC information management system. Receive reports from the assigned team and develop a Final Report, incorporating all findings and recommendations from the various professional disciplines. Provides ongoing customer support services. The Case Manager will attend all required team meetings and meetings with referring agencies.

RESPONSIBILITIES

- Receives referrals from the Program Manager
- Meets individually with customers to complete demographic analysis
- Schedules and makes home visits and completes the Home Visit Assessment
- Completes the Vocational Assessment
- Receives reports from team members and writes final report with recommendations, within time program deadlines
- Revises report as needed
- Attends meeting with referring agencies
- Provides follow-up services with customers, as required
- Other duties as needed

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EDUCATION AND EXPERIENCE QUALIFICATIONS

Bachelors' Degree from an accredited college or university in a Human Service Field. Other degrees may be acceptable with equivalence and two years of experience.