

# *Job Description and Duties*

## *Case Manager*

### JOB DESCRIPTION AND DUTIES

- ❑ You may have scheduled days that you will be on call to cover or take questions. While you are on call will be available by phone at all times. Will also be available to go to a facility and fill in or run an errand within 1 hour if needed.
- ❑ Report to Director of HR of any discrepancies with employees.
- ❑ Assist and work with the Director of Finance and Resident Care in distributing resident spending money and accounting for it.
- ❑ Work with staff on setting up and scheduling transportation for residents to and/or attend doctor appointments, meetings, transfers as needed.
- ❑ Works with and links clients to access the resources needed to create an environment that supports recovery, growth, and stability.
- ❑ To assist the Directors in updating, implementing and training staff in new policy and procedures and forms that would enhance performance or productivity.
- ❑ To work with staff on implementing Service Agreements (Service Plans) and (ADL's).
- ❑ To notify the Directors with things needed at the facilities that may be missing or incomplete. For example paper work, phone lists, schedules, tools, supplies, repairs, cleaning, documentation, things that they may unaware of, things that need to audited, etc.
- ❑ To act in a professional and ethical manner.
- ❑ Keep updated records and follow confidentiality and HIPPA laws.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_