

KIPDA  
POSITION DESCRIPTION

Class Title: Michelle P Waiver (MPW) Case Manager

Division: Social Services

Supervisor: MPW Case Manager Supervisor

Supervises: None

Class Characteristics: Under routine or moderate supervision, provides case management, promotes client's independence in performing activities of daily living, empowers participant. Completes work independently, in accordance with instructions, policies and procedures, previous training and accepted practices; consults with supervisor on complex or otherwise challenging situations.

General Duties and Responsibilities:

Essential:

1. Conducts and documents comprehensive assessment of participant's needs.
2. Participates in development of participant's person-centered plan of care consistent with assessment.
3. Arranges for delivery of services as identified in assessment and in accordance with the person-centered plan of care.
4. Assists participant in accessing needed services through referrals, linkages, etc.
5. Performs advocacy activities on participant's behalf.
6. Monitors participant's progress by making referrals, tracking participant's appointments, performing follow-up on services rendered and performing periodic reassessments of participant's needs.
7. Prepares and maintains participant's case records documenting all contacts, services needed, participant's progress, etc. in accordance with KIPDA and regulatory policies.
8. Provides case consultation (consulting with service providers/collaterals in determining participant's status and progress).
9. Consults with supervisor regularly regarding issues about case management, service coordination and development of new resources.
10. Provides psychosocial education to participants and/or family members to increase understanding of participant's functional needs.
11. Performs crisis assistance (e.g., intervention on behalf of participant), making arrangements for emergency referrals, coordinates other needed emergency services.
12. Initiates corrective action plans as needed to ensure compliance of participant and/or providers.
13. Initiates complaint forms and/or helps resolve client complaints with appropriate staff.

14. Participates in Human Rights Committee and Behavioral Intervention Committee meetings as necessary.
15. For Participant Directed Services Participants: trains participant, participant's representative and participant's employees; processes participant's employees' timesheets.
16. Works collaboratively with participant, participant's representatives, community guides and other providers in development and implementation of the person-centered plan of care.
17. Performs other duties as required.

Non-essential: None.

DESIRABLE QUALIFICATIONS:

Training and Experience: Bachelor's degree in a human services field from an accredited college or university or bachelor's degree in any other field from an accredited college or university with one year's experience in the field of intellectual disability or Registered Nurse currently licensed as defined in KRS 314.011(5) who has one (1) year or more experience as a professional nurse in the field of intellectual disabilities.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

1. Thorough knowledge of federal and state statutes, regulation, and policies relating to Michelle P waiver.
2. Thorough knowledge of MPW program regulations and guidelines.
3. Thorough knowledge of community resources to assist participants with needs of food, shelter, transportation, etc.

Skills:

1. Skill in use of computers and applicable applications.
2. Skill in the preparation of detailed reports and plans.
3. Skill in strong interpersonal skills relating to individuals with intellectual disabilities.

Abilities:

1. Ability to formulate comprehensive planning, policies, and procedures and to communicate them clearly and concisely, both oral and written.
2. Ability to establish and maintain effective working relationships with co-workers, participants, family members, and professional staff.
3. Ability to prioritize work, meets deadlines, schedule and keep appointments.
4. Ability to keep accurate records.
5. Ability to maintain composure under stressful situations.
6. Ability to work independently.

ADDITIONAL REQUIREMENTS:

Instructions: Detailed and specific covering all aspects of the work.

Processes: Occasionally must consider different courses of action, or deviate from standard operating procedure to complete work.

Review of Work: Supervisor reviews most of completed work.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, copier, telephone, fax machine, etc.); must operate vehicle as a job requirement.

Physical Requirements of the Job: Work is typically performed while sitting at desk or table with intermittent standing, stooping and walking; lifting light objects (less than 25 pounds) is a job requirement; operating a vehicle is a job requirement; work is performed indoors and outdoors, regardless of the weather; work is performed in a noisy place; work requires being in high places, confined spaces, or using stairs or ladders.

Contacts: Occasional to frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate to heavy.

Interruptions: Frequent to constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: N/A

Certification Requirements: See Training and Experience Requirements. Must attend regularly provided training to maintain certification.

Additional Requirements: None.

Overtime Provision: Exempt.

Salary: \$37,346

Telework: An option but not a requirement

EOE

