

Reach for Resources Position Description

Position Title:	Waiver Case Manager Case Aide
Job Summary:	
<p><i>Purpose of Position:</i> To provide assistance to the Waiver Case Managers and Waiver Case Management department, with administrative activities related to Waiver Case Management Services.</p>	
Duties and Responsibilities:	
<ul style="list-style-type: none"> • Provide case management aide services meeting all DHS and county requirements <ul style="list-style-type: none"> • Examples include: Case preparation and filing of relevant materials, provider/vendor contacts (scheduling, referrals, etc), phone contacts (connecting with the person to complete an administrative task), and/or entry of data and service authorizations • Documentation: <ul style="list-style-type: none"> • Inspect and maintain all files to ensure they are up-to-date and contain all required documentation. • Complete required intake and annual paperwork and continued authorization paperwork on time. • Complete accurate case notes for each visit and contact. • Participate in other Reach for Resources functions as assigned. 	
Scope of the Position:	
<p>The case management aide will report to a designated supervisor. The Case Management Aide will be responsible to perform administrative tasks as assigned and necessary, from the categories/description listed above.</p>	
Qualifications:	
<ul style="list-style-type: none"> • Is skilled in the process of identifying and assessing a wide range of recipient needs. • Must have a High School Diploma • Must have knowledge, education, and experience as a case aide or in a closely related field, or one year of post-secondary education • Knowledge of community resources, activities and social services. • Must have ability to work independently, enjoy flexibility, and manage stress. • Able to pass Criminal Background Check • Must have current driver's license in good standing and maintain own reliable transportation • Have comprehensive auto insurance 	

Skills and Abilities:

- Be able to function independently, interact with, and relate to a variety of individuals
- Professional communication skills
- Case management Aide must be able to act in a manner that encourages change and provides a positive and support atmosphere
- Practice effective decision making
- Create professional reports
- Follow through of supervisor's directives
- Work with culturally diverse populations
- Basic computer skills required
- Must be able to understand, write, read and communicate the English language
- Must be able to use and maintain a daily schedule

Reach for Resources is an at-will employer.

Violations of policies or procedures may have the following consequences: violations reflected in performance reviews and/or raises, written reprimand, placing an employee on probation, or termination.

Employee Signature: _____ Date: _____