



www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
Main office phone: 970.259.2464
Main office fax: 970.259.2618
cci@cci-colorado.org

Employment Opportunity Posting

Title: Case Manager – Cortez & Durango

Reports To: Vice President of Case Management

FLSA: Salaried/Exempt

Job Description: Adult Case Managers may carry a caseload of up to 35 adults. Duties include: determining eligibility for developmental disabilities and Medicaid Waiver services; facilitation of Service Plans; monitoring to ensure services are provided in accordance with the Service Plan and in a manner that supports the health, safety and well-being of individuals in services; overseeing the rights of individuals with disabilities and acting as the local agent for the public interest. Standardized and specific training in developmental disabilities services, Colorado Medicaid and Case Management duties are required. Computer proficiency must be demonstrated to comply with State of Colorado requirements for documentation by Case Managers.

Responsibilities:

- Serve the public interest in ensuring that all services are provided in accordance with Colorado Medicaid and Department of Human Services Rules and Regulations.
- Demonstrate knowledge of local resources and refer individuals and families to third-party and community resources as appropriate.
- Monitor services established in the Service Plan to ensure that services meet the intent, scope, frequency and duration documented.
- Assure the timely submission of required documentation to Colorado Health Care Policy and Finance (HCPF) and Colorado Department of Human Services Division for Developmental Disabilities (DDD).
- Cooperate fully with monitoring by HCPF, DDD and the Federal Centers for Medicare and Medicaid Services (CMS) and other governmental or private entities assigned to confirm program quality.
- Oversee legal files for all individuals in services (Core files).
- Comply with all local agency Policies and Procedures.
- Conduct internal investigations of critical incidents involving individuals receiving services.
- Utilize professional judgment to assess individuals' functional eligibility for Medicaid Waiver services (ULTC 100.2) and support needs for Waiver services (SIS).
- Provide due process and appeal rights to individuals, guardians and authorized representatives as appropriate.
- Communicate the potential for Conflict of Interest when services are provided through an internally managed program agency.
- Fulfill nursing home preadmission and PASARR responsibilities as assigned.
- Provide own transportation as needed to visit client homes and off-site program locations.
- Provide accurate information on job tasks for billing purposes.



**There is more to me
than my disability.**
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- Interact in a professional and compassionate manner with all persons in services, families and community members.
- Demonstrate good written and verbal communication skills.
- Work to create a positive, team-focused working environment with co-workers.
- Fulfill other duties as assigned by Case Management Vice President or the Executive Director.
- Any and all reasonable duties as assigned.

Knowledge and Abilities:

- Customer services abilities
- Ability to prioritize
- Ability to access situation quickly
- Strong computer skills

Qualifications: Must hold a B.A. or Master's in a related field, at least two (2) years' experience working in the Human Service field with families, children and/or adults. Must comply with all State of Colorado standards for DD Case Management.

Physical Demands of the Job: While performing the duties of this job, the employee is regularly required to sit, use hand to finger, handle or feel objects, tools or controls, reach with hands and arms, and have the ability to communicate. The employee must have adequate visual acuity with or without corrections. May be required to lift weights up to and over 50 lbs. The employee may be required to travel to meetings, trainings, and other community activities.

Interested applicants submit a **current resume and cover letter** to Judy Schreckenbach, HR Vice President, by email: judys@cci-colorado.org, or fax to: 970-259-2618, attn.: Judy Schreckenbach. \$18-\$20 per hour DOE. Full-time; salary/exempt with benefits available. Accepting submissions until Monday, November 27, 2017, 5 PM. EOE