

CAPC, Inc.

Position Description

<u>Position:</u>	<u>Case Manager</u> ; non-exempt; hourly; 40 hrs./wk
<u>Supervised by:</u>	Director of Services
<u>Supervisory Responsibilities:</u>	Team Assistant, Community Advocates, Personal Assistants, Paid Roommates, Overnight Support Staff

Job Duties:

- Provide leadership to team of staff serving a specific caseload
- Coordinate all individual services to facilitate individuals' attainment of goals and objectives
- Assure that individual services are within the funding agencies' authorizations
- Conduct vocational planning meetings and write vocational plans with individuals
- Train individuals on IHSS; coordinate individuals accessing and use of IHSS
- Develop, implement, and monitor behavior and communication plans
- Maintain regular communication with individuals' families and circles of support, when appropriate
- Maintain regular communication with individuals' Regional Center Service Coordinators and Dept. of Rehabilitation Counselor regarding individuals' progress and service needs
- Report abuse/negligence incidences to appropriate reporting agencies
- Coordinate individuals' requests for and complaints about services from other agencies (DR, Protection and Advocacy, MTA, etc.)
- Coordinate generic resources for individuals
- Develop and maintain up-to-date individual and staff schedules
- Ensure individuals' schedules reflect services which address the goals and objectives in their ISPs and IHSPs
- Manage daily problem solving of individual and staff issues
- Maintain and distribute individuals' critical information to appropriate Team members
- Develop adaptations and instructional strategies for individuals which lead to further independence
- Monitor individuals' progress towards an improved quality of life
- Write individuals' reports as required by the Regional Centers, DR, and CAPC policies
- Conduct weekly Team meetings; conduct weekly Team member meetings for review of time cards, etc.; conduct quarterly Team member meetings for review of issues and concerns
- Monitor Team staff stop-in reports and Progress Logs; coordinate necessary correction action based on reported information
- Coordinate emergency services for Team
- Receive calls from Team staff for absences
- Coordinate Team coverage when staff and/or individual absences occur
- Interview, select, manage, discipline, and dismiss, as necessary, Team staff
- Request additional training, staffing, or other resource needs, when needed
- Approve staff mileage and expense reports
- Process vacation requests
- Train Team staff to maximize their skills to serve individuals
- Perform staff evaluations within established CAPC timelines

- Provide direct service as back-up for staff absences on Team

1/2022

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Position Description

- Promote, support, and participate in CAPC sponsored events, including fundraising
- Maintain and process billing

with coordination of services for individuals with disabilities, demonstrated leadership skills, caseload management, supervision of staff; Ability to communicate (write and speak) fluently in English with tact and diplomacy at all times; 30 WPM minimum; Valid CA driver's license; Current automobile insurance and registration; Recent DMV print-out with good driver's record; Reliable/safe vehicle; Ability to lift 50 to 75 pounds depending on individuals served; CPR and First Aid Training by completion of second week of employment.

Desirable Qualifications:

B.A. in human services field desirable; Knowledge of the Department of Rehabilitation and Regional Centers

Wage and Benefits:

\$20.00-\$24.50/hr depending on education and experience
Mileage reimbursement
Cell phone stipend
Medical/Dental/Vision insurance
401K with 25% company match

Position Requirements:

High school diploma or GED required; Experience
Maintain individual attendance records
Specific projects as assigned
Fulfill mission, goals, and objectives of CAPC

