Thrive Upstate

Position/Job Description

The following is a brief description of the essential duties and/or accountabilities for the position indicated below as of the date listed. Employees are advised that other duties, considered “non-essential” may be required. This job description should not be considered a total accounting of the duties that may be required to perform the job.

Position/Job Title: Case Manager I

FLSA Status:

Salary Classification: Salaried/Non-exempt

Reports to: Case Management Supervisor

Date: July 9, 2015

Position Summary:

Case Managers are assigned a caseload of consumers served by the agency, with disabilities including intellectual disabilities, autism, head and spinal cord injuries and other related or similar disabilities. A Case Manager is responsible for developing and implementing plans that address all service needs for assigned consumers. Plan development involves gathering assessment information from all involved parties, families, consumers, and service providers and recording this information as part of a Support Plan. Support Plan implementation then involves authorizing and monitoring services that are deemed to be effective and reflect the consumer’s personal choices and satisfaction.

The Case Manager must also be available to respond to changing needs and urgent or crisis circumstances for assigned consumers as those needs arise.

Principal Accountabilities:

The key functions of a Case Manager include: Needs assessment, Care planning, Plan implementation, Referral and linkage, Monitoring and follow up, Documentation, Consultation/Collaboration, Advocacy and Crisis Intervention

Qualifications:

Education: Bachelor’s or graduate degree from an accredited college or university, or licensure from the South Carolina Labor, Licensing and Regulation Board as a Registered Nurse.

Experience: At least one year working with the target population.
Skills:

- Computer skills
- Mathematical skills
- Communication and Leadership skills
- Independence
- Organization skills

**Supervisory responsibilities**: None

Equipment:

- Computer, Phone, Calculator, Copier/Fax, Automobile (personal)

**Physical Demands**:

- Driving, Computer work

**Working conditions**:

Conducted from an office setting and through visitation in the homes as well as other relevant locations within and outside Greenville County.

Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.