



**Posting:** January 3, 2024 or Until Filled

**Posting No:** 20240002

**Job Title:** Long Term Care Case Manager (Intake and Ongoing)

**Division:** Div. Adult and Aging Services (DAAS) - Case Management Agency

**Department:** Human Services

**Reports To:** DAAS CMA Lead Case Manager and Supervisor (PRN)

**ANNUAL SALARY:** Position is a salaried position with an annual wage range of \$44,011 up to \$48,901 annually after successful completion of ninety (90) day probationary period. (Salary will be \$3,594.23 up to \$3,993.58 per month during 90-day probationary period).

**BENEFITS:** The following benefits are offered as a full-time permanent employee: Health Insurance, Retirement Plan. Paid time off/leaves as follows: Vacation (PTO), Sick, Personal Leave.

### **PRIMARY RESPONSIBILITIES**

A Case Manager (CM) shall work under direct supervision while learning job tasks and developing skills and knowledge from the Case Management Agency Supervisor and Lead Case Manager. This full-time position is responsible for performing a variety of highly responsible, confidential, and complex duties including providing professional and technical assessment, case management and direct service and assistance to clients. Clients may include the elderly, blind, disabled, brain injured, mentally ill, developmentally disabled, and those in hospice, pediatric and home health

### **DUTIES INCLUDE THE FOLLOWING AND/OR OTHER DUTIES AS ASSIGNED:**

- Implements guidelines for Home and Community Based Services (HCBS) Waivers, as well as State General Fund Programs under the Long-Term Care and Family Support Medicaid Programming.
- Assesses and evaluates functional needs, prepares and implements treatment and case management plans according to State of Colorado Medicaid Waiver service options.
- Case Managers will carry a full-time client caseload (up-to 65 cases at any given time).
- Consults with clients, assisting them to identify and resolve problems and make effective use of resources.
- Maintains working relationships with staff of other agencies, institutions, homes, and facilities acting as liaison between clients and agency or institution.
- Works collaboratively with medical staff serving elderly, blind and disabled.
- Prepares and maintains written case records, reports and forms, and performs case follow-up, case closing, and other administrative tasks as required.
- The state of CO requires all case managers to complete in person visits for new and existing members.
- Intake Case Management requires CMs to complete level of care assessments and service plans for consumers newly applying for Medicaid waivers, LTC Nursing Facilities, and state plan programs.
- All Case Managers adopt and practice person-centered thinking and assessment practices to ensure an

overall personal and individualized approach to working with individuals.

- Case Managers authorize services in accordance with Medicaid program rules and LACDHS procedures.
- All Case Managers educate potential and current clients about community resources as well as Medicaid services.
- Other general case management duties include: providing thorough and timely documentation of all work activities, providing thorough and timely processing of application paperwork and requisite forms, faxing, filing, and clerical duties as needed, commuting to various client settings in the community.
- Ability to coach others and address conflicts directly with a focus on solutions.
- Ability to represent the agency to the public, providers and contractors.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, payroll systems, human resource systems, database software, state defined case management systems.

**Education/Experience:**

Associate's degree (A.A./A.S.) from two-year college or university; with an equivalent of thirty (30) semester or forty-five (45) quarter hours in human behavioral sciences or health care related courses.

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in Social Work or Human Service Related field from an accredited college or university or a Bachelor's degree in one of the behavioral sciences.
- Five (5) years of direct experience in social work, case management, and/or community outreach services.
- Bilingual in English and Spanish helpful but not required.
- Knowledge of geriatrics.
- Medical knowledge and medical terminology helpful but not required.

**PHYSICAL DEMANDS:** Position requires substantial movement with respect to repetitious standing and sitting within the office area and in the public. On occasion, may be required to lift light to moderately heavy loads.

**ADDITIONAL REQUIREMENTS:**

- Must possess a valid driver's license, reliable transportation, and specified car insurance.
- Must be willing to travel to rural areas of the county and out of town as needed.
- Must be able to successfully pass a criminal background check and drug screen.
- Must be able to attend required out of town training and staff development activities.
- Will be required to provide a driving history if a position is offered.
- A professional and appropriate dress code is in effect for all employees of the office.

**PHYSICAL DEMANDS:** Position requires substantial movement with respect to repetitious standing and sitting within the office area. On occasion, may be required to lift light to moderately heavy loads.

**FLSA STATUS:** Non-Exempt

***Please include a Las Animas County application, letter of interest, resume, and references***

**Application may be obtained from and returned to:**

Colorado Workforce Center  
140 North Commercial Street  
Trinidad, CO 81082  
Phone (719)846-9221  
Fax (719)846-7594

Email: [cdle\\_trinidad\\_wfc@state.co.us](mailto:cdle_trinidad_wfc@state.co.us)