REVISED: 5-31-92

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Case Manager 1	CODE: 03211
	MAJOR AGENCIES: County Boards of Mental Retardation	JURISDICTION: County

FUNCTION: Under general supervision from superintendent or case manager 2 or 3, arranges for or ensures coordination of resources across agency & professional lines to develop & attain services/ objectives for individuals with mental retardation & developmental disabilities & ensures that services (i.e., information & referral, service placement, service coordination, crisis intervention, advocacy & service monitoring) are accessible or provided to all eligible individuals.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Implements case management rules according to mandate & county board plan (e.g., receives referrals through intake process, obtains & arranges evaluations, interviews consumers & referral source, analyzes consumer needs determines eligibility & initiates service delivery &/or refers to appropriate agency/service; monitors & evaluates individual service plans established by providers for eligible consumers to ensure comprehensive & unified plan of service & to ensure that services are appropriate for individual & delivered in accordance with plan specifications & established timelines; monitors delivery of services & placements within residential facilities, county board of mental retardation & developmental disabilities facilities & other agencies).	Knowledge of (1) mental retardation technology, rehabilitation, or social work, (2) psychology, (3) sociology, (4) interviewing, (5) human relations, (6) county, state & federal laws, rules & guidelines pertaining to consumer rights*; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) interpret variety of technical material in books, journals & manuals, (9) handle sensitive contact with consumers, families & guardians, (10) resolve complaints from angry consumers, families &/or guardians. (*)Developed after employment.

(8)

123:1-8-02

UNUSUAL WORKING CONDITIONS: May require travel; requires flexible hours, including evenings & weekends; on call 24 hrs./day.

MINIMUM CLASS REQUIREMENTS (including license, if any.): Certification for Case Management Professional Level as issued by Ohio Department of Mental Retardation/ Developmental Disabilities per Section 5123:2-5-01 of Administrative Code.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Provides crisis intervention & is available 24 hours per day; participates in investigations & reviews of major unusual incidents occurring or involved with case management responsibilities.	Knowledge of 1, 2, 3, 4, 5, 6*, (11) counseling*; ability to 7, 8, 9, 10.
3		Prepares, writes & completes forms, reports, correspondence, case summaries, progress & termination reports, home reports & other related material; maintains & updates consumer files as required by case management rules; assures timely completion of comprehensive consumer evaluations.	Knowledge of 1, 2, 3, 5, 6*, (12) English grammar & composition; ability to 7, 8, (13) prepare meaningful, concise & accurate reports, (14) use research methods in gathering data.
4		Attends &/or participates in meetings related to assigned consumers to advocate for services appropriate to consumer needs; attends staff meetings; attends conferences & inservices as directed by supervisor.	Knowledge of 1, 2, 3, 5, 6*, 11, (15) speech &/or oral communication; ability to 7, 8, 9, 10, 11, 14.

(4)

123:1-8-02

(*)Developed after employment.