

MACON RESOURCES, INC.
JOB DESCRIPTION

Case Manager/ QIDP

JOB TITLE

<u>Full-time</u>	<u>Non-Exempt</u>
CLASSIFICATION	CATEGORY

EMPLOYEE'S SIGNATURE

DATE SIGNED

ID #

DEPT.

GENERAL DESCRIPTION

Under general direction of the Director of Community Living Services, Case Manager/QIDP provides and training to staff and to individuals served in a 24 hour living arrangement on a daily basis. The Case Manager/QIDP authors and directs implementation of the Individual Service Plan (ISP) through monitoring of methods employed, coordination of services and documentation of results; facilitates enrollment and disenrollment procedures; and as the leader or a member of the interdisciplinary team (IDT) represents Macon Resources, Inc. (MRI) in planning individualized programs, evaluating service effectiveness, and in assuring services are provided in accordance with local, state and federal laws; licensure/certification/accreditation standards; and agency policies and procedures.

ESSENTIAL JOB RESPONSIBILITIES

1. Qualified Intellectual Disability Professional facilitates the development of the ISP or implementation strategy for each individual incorporating the principles of normalization, choice, community inclusion, self-empowerment, active treatment, least restrictive environment and functional skill development.
2. Directs the implementation of the Implementation strategy or ISP's as recommended by the IDT. Monthly re-evaluates objectives and training methods and recommends changes and modifications to the IDT as needed. Maintains ongoing communication with members of the IDT.
3. Works with the home supervisor to assures the DSPs provide and assist in the provision of direct training to individuals served based on a written implementation strategy and assure implementation of all procedures as recommended by the IDT while serving as a role model and encouraging independence and self-directed decision-making skills.
4. Assures that data/information is recorded pertaining to each individual's written ISP. Data and information are obtained through observation and interaction with the individual consumer and with the direct service staff. Completes written monthly reviews. Records significant events/occurrences in individual case records via chronological notes, Accident/Incident Reports, Behavioral Incident Reports; reports information as necessary to the IDT or supervisor in a timely manner. Completes 1009's, 1077's and Day Vocational Service (DVS) attendance as appropriate.
5. Completes referrals and linkages to assure individuals are referred for appropriate services within the agency and for other services provided within the community as they are identified as needs in the IDT process.
6. Assures that the files for individuals served are maintained and updated meeting licensure/certification/ accreditation standards.
7. Assures direct service staff provides pro-active healthcare, oversees medication management program, and coordinates psychiatric case management services for designated individuals served in the Community Living Services Program.
8. Conducts and/or obtains assessments on a regular basis in order to identify individuals' needs and preferences, recommends services and evaluate effectiveness of the ISP.

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9. Provides training and assistance in the following areas to persons with developmental disabilities to assist and support achievement of maximum levels of self-sufficiency and independence in their natural environments.
 - a. Budgeting/money management
 - b. Grocery shopping (including adherence to dietary restrictions)
 - c. Leisure skills/activities
 - d. Personal care needs (health, hygiene, grooming)
 - e. Housekeeping and care of personal belongings
 - f. Health care (including follow-up)
 - g. Safety
 - h. Medication training
 - i. Housing procurement
 - j. Access to MRI and non-MRI Emergency Services
 - k. Vocational
10. Trains and assists individuals in linkage to Social Security, Public Aid and Decatur Housing Authority, including procuring all necessary documentation needed to apply/re-certify.
11. Assists the DCLS to administer clinical services in compliance with agency policies and procedures and standards; communicates standards regarding accreditation, licensure and certification to staff; plans and coordinates activities to achieve and maintain accreditation, licensure and certification of all direct clinical services provided by MRI.
12. Provides and monitors the provision of vocational training to individuals served while supporting the progression of work skills and habilitation efforts in the individuals work setting, and be responsible for:
 - a. Establishing work related goals/objectives based on individual needs and preferences.
 - b. Recording the data/information pertaining to work related goals and objectives.
 - c. Recording information on daily count sheets and submitting to Case Management Administrative Aide (CMAA) on a daily basis.
 - d. Participating in assignment meetings as required or requested
 - e. Monitoring and documenting paid time off for individuals in the regular work program.
 - f. Providing supervision and assistance to individuals eating lunch in the cafeteria.
13. Communicates information verbally and in writing as required and/or requested by residential facilities, guardians, family members, Director of Day Vocational Services (or designee) and/or Director of Community Living Services (or designee) in a timely manner.
14. Completes program evaluation forms and submits to the DCLS according to established time frames.
15. Is part of the on-call rotation, responsible for responding to after hour emergencies, involving individuals in the CILA program, according to the posted schedule of coverage. This may include but is not limited to the following tasks: facilitation of admission to emergency room, psychiatric or general medical units; individual counseling, on-site, or telephone; medical and/or behavioral/mental health assessment, on-site, or telephone; transportation and/or transportation linkage; securing emergency food and/or housing; liaison with police department, jail, families and/or guardians, Independent Service Coordination; communication, verbally, and/or in writing, with appropriate staff and/or outside agencies to assure follow up; record all pertinent information on a Chronological note and forward original documentation to the case manager.

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16. Coordinates with the Home supervisor to monitor DSPs to assure accurate documentation; training activities, formal and informal programming, medical appointments and outcomes, community integration activities, counseling, crisis intervention and instances of informal choices.
17. Counsels with individuals relative to personal problems as needed, referring those issues beyond level of expertise to appropriate agency and/or community professionals.
18. Monitors individuals' account balances, finances and entitlement. Coordinates activities/documentation to assure that all entitlements are maintained.
19. Assumes the responsibility to attend and complete the initial MRI training requirements (core training and job-specific training). On an ongoing basis, attends and participates in any required recertification or refresher sessions and/or other training deemed appropriate by the supervisor and/or the Program/Department Director within specified time frames.
20. Completes at least 12 hours of Continuing Education Units each year as well as participating in agency in-service training sessions as assigned by the supervisor and/or Program/Department Director and/or on a voluntary basis to enhance one's knowledge and skills.
21. Drives safely in an official capacity to conduct agency business for MRI and, on occasion, may provide transportation to individuals/families served; observes all local, state and federal laws, as well as all agency policies and procedures.
22. Monitors the primary work area to assure that basic housekeeping and sanitation procedures are performed on a daily basis.
23. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and Macon Resources, Inc. Policies and Procedures.
24. Practices and enforces MRI Safety Policies and Procedures and monitors and assures the safety of staff, persons/families served, agency guests, and agency property.
25. Keeps supervisor informed verbally and in writing of problems and activities within the assigned area of responsibility; refers matters beyond limits of authority and expertise to the supervisor for direction.
26. Performs special projects or other related work within the scope of the job responsibilities of this position as required or requested.
27. Administers standard first aid and CPR procedures on an as-needed basis, while maintaining current certification for both.
28. Performs other duties as request by the Supervisor.

NON-ESSENTIAL JOB RESPONSIBILITIES

None

SUPERVISORY RESPONSIBILITIES

None

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JOB QUALIFICATIONS

1. A Bachelors Degree in human services or related field. Must meet the requirement of a Qualified Intellectual Disability Professional (QIDP).
2. One year experience with the developmentally disabled and/or DD/MI.
3. Must be able to maintain payroll, financial, personnel, and information related to persons served as confidential and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and the Policies and Procedures of Macon Resources, Inc.
4. Must be able to adhere to the Safety Policies and Procedures of MRI.
5. Must be able to complete MRI training requirements.
6. Must have or be able to obtain first-aid and CPR certification within 60 days of employment and maintain certification throughout employment.
7. Must have a thorough understanding of developmental disabilities, mental illness, active treatment, principles of normalization, inclusion, least restrictive environment, choice, integration, self-empowerment, and functional skill development.
8. Must be able to adapt to frequent change and perform adequately when confronted with critical or unexpected issues; make sound clinical judgments based on sound reasoning in daily and emergency situations.
9. Must be able to communicate effectively and diplomatically in both oral and written form and be able to meet and work with the public
10. Must be able to identify and implement creative solutions to problems.
11. Must be able to organize and prioritize work.
12. Must be able to work flexible hours.
13. Must have reliable transportation to conduct agency business and/or to transport individuals served as needed; must maintain a valid Illinois Drivers License and a good Motor Vehicle Record; and must maintain personal auto insurance with minimum coverage of Bodily Injury-Liability per Person of \$100,000 and Liability per Accident of \$300,000, Property Liability of \$100,000; Medical Payments of \$5,000; and Uninsured/Underinsured Person of \$100,000 and Accident of \$300,000.
14. Must be able to meet the following physical capabilities:
 - a. Lift and carry 50 to 85 pounds; able to assist in lifting and transferring an individual who is non-ambulatory from sitting to standing; standing to lying; and back to sitting from all positions.
 - b. Full range of mobility--pull, push, turns, stoop, kneel, reach, bend.
 - c. Stand for up to 45 minutes.
 - d. Vision correctable to 20/20 or sufficient to complete job responsibilities.
 - e. Exhibit manual dexterity.
 - f. Adequate hearing.
15. Must be able to counsel, advise, teach, resolve conflicts, and direct individuals and families.
16. Must be able to utilize a phone, computer, word processing software, E-mail, and the filing system.

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17. Must have a means of notifying his/her supervisor if unable to report to work.
18. Must be able to work cooperatively with individuals served, other service organizations, and staff of MRI.
19. Must be able to summarize, synthesize and analyze data/information.

CONCEPT: 9/99

Revised: 02/18

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