



## CLASS SPECIFICATION

**Class Title:** Case Manager I  
**Department:** Health  
**FLSA:** Non-exempt

**Class Code:** 5523  
**Grade:** 18  
**Eff. Date:** 07/03/1991  
**Revised:** 07/01/2012

### GENERAL PURPOSE

Under general supervision of the In-Home Services Bureau Manager, performs para-professional work in providing guidance to senior citizens and their families regarding available resources and alternatives that help maintain seniors in the home.

### EXAMPLE OF DUTIES

Schedules appointments with elderly clients and their family members to determine eligibility for services offered within the Home and Community Based Alternatives Program, Family Care- Giver Support Program, or Medicaid Aging Waiver Program. Completes a functional and social assessment on each client; determines cost of services; develops written care plans for services for those eligible; authorizes service delivery; makes referrals to community resources; arranges for the delivery of appropriate services to maintain clients at home.

Performs client visits in various settings, including homes and apartments. Completes regular follow-up client evaluations; revises care plans as needed and acts as a liaison and advocate for clients.

Maintains records on types of services being utilized; documents client contacts; tracks service units on all clients/programs; compiles reports; prepares monthly billings; operates within defined budgets for the Alternatives and Family Care-Giver Support Programs and Medicaid Aging Waiver program.

Coordinates with other agencies such as Protective Services and Mental Health to aid clients; prepares and processes paperwork and reports; facilitates client placement in residential living, adult foster care, or care in the home of a relative.

Arranges special projects as assigned by supervisor to prevent premature institutionalization of client, using community organization technique to strengthen volunteer resources and awareness of existing community resources.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

**1. Education and Experience:**

Graduation from a college or university with a Bachelor degree in social work, gerontology, or a related field. Preference for related experience in gerontology or senior services.

**2. Special Qualifications:**

Must possess a valid Social Service Worker license from the State of Utah Division of Professional and Occupational Licensing.

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** social casework principles and methods; community resources, funding sources; accounting concepts.

Skill in using all applicable computer hardware and software.

**Ability to:** effectively assess and identify needed services; develop effective care plans and make appropriate referrals for other services; perform in-home visits; navigate terrain, stairs, and inclement weather conditions; relate well with senior citizens and their families; monitor expenditures and operate within a defined budget; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**