

LIFESCAPE COMMUNITY SERVICES/COMMUNITY KITCHEN, INC.
Job Description

POSITION: CCP/CM Caseworker

REPORTS TO: CM Supervisor

MINIMUM REQUIREMENTS:

1. Must be 21 years of age.
2. Bachelor's degree, BA/BA degree in social science, social work or related field.
3. Must have two years direct service experience and/or equivalent training.
4. Must have valid driver's license, clean driving record and own transportation with current insurance coverage.
5. Must be able to work and communicate effectively with adults with intellectual, cognitive, developmental or physical impairments as well as adults from a variety of social, economic and cultural backgrounds.
6. Must be able to perform essential functions of position.

ESSENTIAL FUNCTIONS:

1. Must be able to read, write, and understand written and verbal instructions.
2. Must be able to operate fax, copy machine, basic office machines and multiple telephone lines.
3. Must be computer literate.
4. Must be able to effectively and patiently communicate with consumers, caregivers, staff and visitors.
5. Must be able to interpret consumers or caregivers needs effectively.
6. Must be able to concisely and accurately convey those needs to the appropriate agencies.
7. Must be able to interpret a variety of instructions furnished in written or oral form from
8. government, benefit and funding organizations.
9. Must be able to travel to and safely enter homes and other locations to perform job-related duties outside of the office environment. Must be able to work within poor environments.
10. Must successfully complete IDOA certification requirements
11. Must be able to work independently.

RESPONSIBILITIES:

1. Accurately complete and process referrals for clients to other agencies and private individuals.
2. Competently complete the Comprehensive Assessment tool, administer the DON and Mini-Mental Status Examination (MMSE) and collect financial information to determine consumers' eligibility for CCP services.
3. Authorize and coordinate needed services through development and implementation of comprehensive plans of care (POC).
4. Advocate, intervene and follow up to ensure community based services remain in place and appropriate to the changing needs of the consumer. Complete redeterminations as needed.
5. Stay up to date and informed on available services and how to access those services for consumers.
6. Meet established timeframes and ensure file integrity.
7. Perform home and other offsite visits for the purpose of assessing consumer needs, identifying available assistance and completing necessary forms, phone calls, etc. to assist the consumer in accessing needed services.

8. Inform and assist clients in gaining access to available benefits and services including acting as a representative at appropriate agencies with consumer consent.
9. Provide timely, accurate and ongoing follow-up and monitoring with consumers to insure their needs continue to be met.
10. Maintain timely and accurate required documentation of service given to clients.
11. Work closely with other casework and case management staff
12. Participate in activities and events to promote agency services.
13. Participate in activities, which may include giving presentations at various locations on services.
14. Attend training as required by Supervisor or Management staff, complete required trainings in order to maintain active certification at all times.
15. Represent the agency professionally in manner, speech and dress.
16. All other duties as assigned by Supervisor or Management staff.