

JOB TITLE	<b>Assistant Case Manager</b>	DEPARTMENT	<b>Adult Services</b>
REPORTS TO	SUPERVISOR NAME	<b>Case Manager</b>	
STATUS	<b>Non-Exempt</b>		
WORK HOURS PER WEEK (May Include Evenings and Weekends).	<b>40 Hours per Week</b>		

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

1. Demonstrated competency in Participant-Centered Individualized Service Planning.
2. Demonstrated competency in Outcome driven curriculum.
3. Demonstrated professional integrity, commitment to the philosophy of the program and mission and vision of the organization
4. Responsible for promoting a positive and respectful environment for participants, co-workers, visitors, and all others encountered within the scope of their job.
5. Responsible for planning, coordinating and implementing participant-centered curriculum in conjunction with the Case Manager and planning team.

### **HEALTHY AND SAFE OPERATIONS**

1. Ensure that appropriate health, safety, licensing and service standards are remediated and met. Keep Program Manager and Facility Manager apprised of any potential hazards or safety concerns.
2. With Case Manager, maintain updated documents on health and safety concerns for all participants on caseload and ensure that all staff are informed and trained on any related issues.
3. Promote a positive atmosphere for staff and participant growth and self-awareness.
4. Keep abreast of developments in the field of developmental disabilities.

## **STAFF LEADERSHIP DEVELOPMENT**

1. Report to Case Manager regarding job description, specific duties and matters of personnel policy related to own employment and that of DSPs
2. Assist Case Manager with supervising staff including new-hire orientation, staff evaluations, and leadership training and development.
3. Prepare for and lead weekly team staff meetings
4. Responsible for the successful completion of the following in conjunction with Case Manager:
  - a. Maintenance of social center supplies;
  - b. Maintenance of supply budget expenditures;
  - c. Development of curriculum;
  - d. Development and maintenance of schedule and dispersals;
  - e. Maintenance of current participant outcome data tracking and reports;
  - f. Development of new outcomes;
  - g. Family-centered communication with family member(s) and/or care provider; and,
  - h. Updating AIMS.
5. Apprise Case Manager of trends in new training needs, feedback from DSPs and participant requests/desires.
6. Ensure direct and effective response to staff and participant requests, concerns and grievances.
7. Ensure personal availability to all participants and staff.
8. Promote the general goals and philosophy of Alpha Resource Center of Santa Barbara.

9. Develop and maintain a high level of staff morale and promote service-wide unity of effort.

## **PARTICIPANT DEVELOPMENT**

1. Promote the Alpha Resource Center Adult Services Vision Statement.
2. Collaborate directly with the Case Manager for development, coordination, implementation and maintenance of participant-centered curriculum, including development of work, volunteer and community opportunities.
3. Assume responsibility for developing and enacting participant outcomes, in collaboration with the team. Must be able to develop and write outcomes/goals from scratch
4. Assume responsibility for overseeing the tracking and reporting of all data related to participant outcomes. Must be able to write summary reports of data and participant activities.
5. Assist Case Manager with on-going communication (written and oral) with agencies, families, care providers and participants regarding service plans.
6. Assist Case Manager in the overall coordination of assigned social centers including case management for social center participants.
7. Encourage participant independence and age-appropriate opportunities.

## **OTHER DUTIES**

1. Establish own professional goals within the priorities of Alpha Resource Center of Santa Barbara.
2. Complete special projects and other duties as assigned by the Case Manager.
3. Other duties as assigned

## **SUPERVISORY RESPONSIBILITIES**

Team of Direct Support Professionals.

## **HOURS OF WORK**

Work hours will be fixed per the demands of the department. Regular attendance, punctuality and diligent work performance are expected and required.

Attendance at departmental meetings and general staff meetings is expected.

## **QUALIFICATIONS**

- The employee must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary, and specific assistance in refreshing the employee in those areas where appropriate.
- Eligible to work in the United States
- Fingerprint clearance through DOJ
- First Aid and CPR certification
- Medical Clearance and negative for Tuberculosis
- Valid CA driver license, reliable personal vehicle with evidence of insurance
- Basic knowledge of office practices and office equipment
- Ability to safeguard confidential information obtained during employment
- Ability to work both individually and as a team member and prioritize work
- Ability to communicate clearly and professionally both verbally and in writing
- Well-organized and able to respond effectively and constructively to a diversity of individuals and situations
- Must be able to establish rapport and communicate with clients of diverse cultural, educational and mental and physical ability

## **EDUCATION and/or EXPERIENCE**

- High School diploma or equivalent or a combination of education and experience; or three (3) years paid, full-time employment in the human services field, at least one (1) year directly with individuals with developmental and/or intellectual disabilities.
- First-aid and CPR certification

## **LANGUAGE SKILLS**

The ability to read, write and speak English clearly is mandatory. The ability to speak Spanish is desirable but not mandatory. The ability to communicate information to other employees, clients, family members as well as management in a clear and concise manner is essential.

## **REASONING ABILITY**

Employee is able to apply common sense understanding to carry out instructions, either written, oral, or diagram form. Must possess the ability to deal with problems involving several variables in any standardized situation. Must be able to prioritize tasks and activities in a manner consistent with direction from supervisor.

## **PHYSICAL DEMANDS**

The employee must have the upper body strength to be able to safely lift and/or move up to 35 lbs. unassisted in a vertical lift, and be able to assist in mobilizing participants weighing up to 170 lbs. with assistance. Must be able to attend to personal hygiene and toileting needs for participants on an occasional basis.

The employee is regularly required to sit, walk, talk, and hear. The employee frequently is required to use hands to handle or feel equipment, paper, or files. The employee must be able to operate a computer keyboard as well as see a computer monitor display screen. The employee is occasionally required to stand, walk, kneel, squat and reach with hands and arms. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, enter data into a computer, adequate hearing and verbal communication skills to conduct conversations (in person or on the telephone) and interact with staff and others to perform duties.

## **WORK ENVIRONMENT**

The work environment would be generally described as an office setting with classroom facilities adjacent to the primary work area. Occasional trips off-site to work in a community setting are required. The ability to move within all of these areas is required in the execution of the employee's functional activities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and the illumination of the work area is primarily with fluorescent artificial lighting.

*Employment is by mutual agreement of the employer and employee. Employment may be terminated with or without cause and notice, at either the option of the employee or employer. Employer and employee further agree that no manager, supervisor or employee of Alpha Resource Center of Santa Barbara has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.*