



Case Manager IV

Salary Group: B17
Class Code: 5229

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CASE MANAGER I	5226	B11	\$26,332 - \$41,355
CASE MANAGER II	5227	B13	\$29,439 - \$46,388
CASE MANAGER III	5228	B15	\$32,976 - \$52,045
CASE MANAGER IV	5229	B17	\$36,976 - \$58,399
CASE MANAGER V	5230	B18	\$39,521 - \$64,449

GENERAL DESCRIPTION

Performs advanced and/or supervisory (senior-level) case management work. Work involves coordinating case management and program activities; developing program goals, objectives, and procedures; and evaluating outcome measures for the program. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates case management, program activities, and documentation.

Coordinates the development and implementation of clients' service and treatment plans.

Coordinates transition planning to ensure continuity of care and management of risk factors.

Develops program goals, objectives, policies, and procedures.

Monitors and evaluates service delivery systems and clients' progress.

Monitors case management and program budgets.

Informs staff of current methods, standards, and trends in case management.

Participates in the quality assurance and utilization review processes for case management to ensure quality services.

Documents, reviews, and edits case records, reports, and evaluations.

Evaluates presentations and orientations, and implements changes as needed.

Assists management in coordinating and developing intra-agency or interagency agreements to address community service gaps and barriers.

May supervise the work of others.

Performs related duties as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in case management or social services work. Graduation from an accredited four-year college or university with major coursework in social work or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of community resources; of case management principles, objectives, standards, and methods; and of program policies and procedures.

Skill in monitoring service and treatment plans.

Ability to assess clients' needs, to conduct and coordinate clients' services, to monitor program effectiveness, to communicate effectively, and to supervise the work of others.