

Position: Case Manager

Hours: 40/week, Full-time, Non-exempt

Hourly Range: \$17.11 - \$18.00 per hour, plus bonus potential of \$6,000/yr

Benefits: Medical, Dental, Vision and Life Insurance, 401(k), Holiday and Vacation Pay

Hiring Manager: Brooke Schmidt (brooke.schmidt@cdservices.org)

About Us:

CDS is a 501(c)3 nonprofit in the upstate of South Carolina that serves over 8,000 children and individuals each year who have developmental delays, disabilities, and special needs. We are a partnership of medical and support services in a shared building at 29 North Academy Street in Greenville. For more information about CDS or our partners, visit www.cdservices.org.

Position Summary:

Case Managers are assigned a caseload of adult and adolescent clients who have disabilities including intellectual disabilities, autism, head and spinal cord injuries and other related or similar disabilities. A Case Manager is responsible for developing and implementing plans that address all service needs for assigned clients. Plan development involves gathering assessment information from all involved parties, families, clients, and service providers and recording this information as part of a Support Plan. Support Plan implementation then involves authorizing and monitoring services that are deemed to be effective and reflect the client's personal choices and satisfaction.

The Case Manager must also be available to respond to changing needs and urgent or crisis circumstances for assigned clients as those needs arise.

Position Responsibilities:

- Needs assessment
- Plan implementation
- Monitoring and follow up
- Consultation/Collaboration
- Care planning
- Referral and linkage
- Documentation
- Advocacy and Crisis Intervention

Education Requirements:

Bachelor's or graduate degree from an accredited college or university, or licensure from the South Carolina Labor, Licensing and Regulation Board as a Registered Nurse.

Experience Requirements:

At least one year of experience with the target population.

Skills:

Computer skills	Independence
Mathematical skills	Organizational skills
Communication and Leadership skills	Bilingual (Spanish) a plus

Equipment:

Computer, Mobile Phone, Calculator, Copier/Fax, Automobile (personal)

Physical Demands: Driving, Computer work

Working conditions:

Conducted from an office setting and through visitation in the homes as well as other relevant locations within and outside Greenville County.