**Job Description:**

This represents a trainee position for a care manager. The worker will be responsible for learning the complex procedures and policies involved in the program(s) provided by Pike Co. AAA in order to provide care management services for seniors, 60 years of age and older in need of home and community-based care. During this time, the care manager is expected to gain experience in performing assessments regarding the functional needs of individuals.

1. Complete orientation program.
2. Complete SAMS3 tutorial’s, Boston University on-line training and Face to Face Assessment training, and completion of Assessor Certification which are requirements for all new ACMs/Service Coordinators.
3. Learn the different programs that are available for consumers in need of services with funding sources both locally, state, and federal.
4. Shadow other Care Management Staff, to learn the different services, meet some of the cliental and become familiar.
5. Become familiar with forms and programs, and provider’s, attend trainings so you may become more independent in completing the tasks required by the program.
6. Learn how to complete all forms and documentation in the SAMS database such as ongoing journals in which all case activities are objectively documented; service orders; individual service plans; and all other required paperwork. These forms identify specifically what is being provided to consumers including all formal and informal supports.
7. While you will initially be monitoring existing consumers to ascertain their satisfaction with the program(s), you will subsequently be opening up cases.
8. Along with a mentoring worker, meet with consumers and their caregivers in order to establish care plans that will adequately address the needs of the consumers.
9. Ongoing Review of cases with supervisor / who will be monitoring consumers and their care plans.
10. Alert supervisor to any changes in a consumers’ medical status once you are handling cases.
independently.

11. Work closely with providers of all services received by consumers. These include, but are not limited to, personal care, home support, home health, adult day services, emergency response systems and medical supplies.

11a. Document in daily activity journals for billable units.

12. Monitor consumers to determine their ongoing need for services with documentation in journals.

13. Provide statistical information to supervisor.

14. Attend Care Management and staff meeting.

15. Attend required and enrichment trainings.

16. Acquire knowledge regarding how to perform back-up duties, as agency needs dictate. These may include other direct service roles, (such as intake and assistance).

THIS “JOB DESCRIPTIONS” REPLACES ANY AND ALL PRIOR JOB DESCRIPTIONS AS OF THE SIGNING AND DATING OF THIS DOCUMENT BY EMPLOYEE AND SUPERVISOR.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct:

Employee’s Signature: Class Title: Date:

Immediate Supervisor Signature Class Title Date

Reviewing Officer’s Signature Class Title Date