Case Manager

* Develops and maintains current directory of resources.
* Assesses client needs and capabilities.
* Develops a client-centered plan.
* Develops goal-related implementation alternatives that are acceptable to the client.
* Arranges services.
* Identifies and coordinates formal and informal resources for each client. Develops new resources for individual clients when appropriate.
* Communicates client needs to other agencies and the community.
* Attends and participates in community agency meetings and task forces to communicate client needs.
* Monitors and evaluates the effect of services and ongoing client needs.
* Maintains required documentation of activities.
* Reports management accomplishments, problems and needs to the Team Supervisor(s).

Individual must become certified and have the ability to administer and work with the Uniform Comprehensive Assessment Tool (UCAT).

* Performs other duties as assigned by the Program Coordinator.

Education and Experience

* Bachelor’s degree or Nursing degree required. Preference given to candidates who are currently certified through the State of Oklahoma Advantage Waiver Program.
* At least one year professional experience working with the elderly or disabled.

Other

4-Day Work Week - Monday through Thursday - 7:30am to 5:30pm (1-hour lunch)

Paid Time Off includes: sick leave, vacation leave, and holidays.

Job Type: Full-time

Salary: $15.00 - $16.24 per hour

Benefits include: Health Insurance, Dental Insurance, Life Insurance, Disability Insurance, and Retirement Plan

Send resume to: Kelly Sherrill at sher\_ke@ascog.org