

SENIOR CASE COORDINATOR – COMMUNITY SERVICES DEPARTMENT

FACILITY DESCRIPTION: The Community Services Department provides services to individuals in their own homes and in Shared Living settings.

POSITION DESCRIPTION: Responsibilities of the Senior Case Coordinator include:

1. Supervision of all services in the Community Services Department:
 - a. Assign caseloads
 - b. Monitor appointment schedules
 - c. Liaison between Ardmore Inc. and other agencies
 - d. Monitor Individual Plans, programming and service delivery and documentation
 - e. Provide direct service(s) as needed
 - f. Monitor EVV entries for Medicaid compliance
 - g. Monitor utilization of authorized units of service
 - h. Follow up on all UI's and MUI's and report to the Board of Directors, Program Services Committee
2. Supervision of all personnel functions within the Community Services Department:
 - a. Interview, hire, train and evaluate staff and contracted Shared Living providers
 - b. Review time reports, mileage reimbursement requests, requests for leave
 - c. Participate in staff development & corrective feedback
3. Schedule emergency pager system rotation and assist with crisis intervention as needed.
4. Assist with Quality Assurance practices and procedures
 - a. Monitor data collection process
 - b. On-going development/expansion of database(s)
 - c. Report

This is a Full-Time position with benefits, salary to be negotiated. An Ohio Driver's License, car good driving record and current insurance are required. Must have 5+ years of experience with DD population; case management/supervisory experience preferred. Ability to use computer data base, word processing, spreadsheets and e-mail is required.

Date available: To be determined

Contact person: Yvette Diaz, Executive Director