## 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
   i. Review ISP's and update task cards and span dates in Sandata
   j. Report outcome tracking

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

5. Employment Supports
   a. Scheduling and coordination of Employment Supports
   b. Assign Employment Support Specialist based on best possible match

This is a Full-Time position with benefits, salary available upon request. 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: March 31, 2023
Contact person: Yvette Diaz, Executive Director