

**GREEN RIVER AREA DEVELOPMENT DISTRICT  
JOB DESCRIPTION**

**POSITION TITLE: Case Manager for Medicaid Waiver Participant Directed Services Program (Hybrid/Work from Home Option)**

**FAIR LABOR STANDARD ACT CLASSIFICATION: Exempt**

**ESSENTIAL JOB FUNCTIONS**

- 1) Responsible for performing case management functions for Michelle P Waiver.
- 2) Review and coordinate member's eligibility in Medicaid Waiver. If there are issues with eligibility, work with participants to resolve.
- 3) Ensure reassessment is completed by RVBH to maintain member eligibility prior to level of care end date.
- 4) Complete all appropriate Medicaid waiver forms and submit through MWMA during the initial start and annual reassessment.
- 5) Complete initial visit to discuss and establish waiver services.
- 6) Complete recertification and plan of care paperwork annually.
- 7) Maintain PDS employee paperwork and participant paperwork in chart, according to agency procedure.
- 8) Train PDS employees and participants, as applicable.
- 9) Assure PA letters are received, reviewed for accuracy, and forwarded to the billing department.
- 10) Monitor member's budget and health, safety, welfare through timesheet submission to assure member is compliant with regulations.
- 11) Advocate on behalf of member and family with appropriate community resources.
- 12) Complete monthly home visits to monitor service delivery and progress toward member's goals. Document home visits with a monthly case note.
- 13) Work with PDS Manager to assure member's needs are being met.

- 14) Work closely with traditional provider agencies, local Department for Community Based Services, Department for Aging and Independent Living and Department for Medicaid Services.
- 15) Assist in coverage of caseloads when other staff are unavailable.
- 16) Log participant contacts and data in required reports.
- 17) Direct waiver referrals, in a timely manner, to the ADRC staff.
- 18) Attend staff meetings and job development trainings.

#### **OTHER JOB RESPONSIBILITIES**

- 1) Assist with special projects, as assigned.

#### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

**Degree Required:** Bachelor's or Master's degree in Social Work, Gerontology, Psychology, Sociology, or related field. Bachelor's or Master's degree in nursing with current Kentucky nursing license. Bachelor's or Master's Degree or Kentucky nursing license with two years' experience in working with special needs population.

**Experience Required:** Reliable transportation required. Broad knowledge of special needs groups, community groups, and service organizations.

**Skills Required:** Good communication skills with participants (some who may be physically or mentally limited). Good written communication skills. Good organization skills. Computer proficiency and the ability to multi-task required.