

Waiver Independent Care Coordinator/Case Manager

GREEN RIVER AREA DEVELOPMENT DISTRICT

POSITION TITLE: Independent Care Coordinator/Case Manager (Hybrid/Work from Home Option)

FAIR LABOR STANDARD ACT CLASSIFICATION: Exempt

JOB DESCRIPTION: The Independent Care Coordinator will coordinate care for clients with intellectual or developmental disabilities through the Home and Community (HCB) Participant Directed Services (PDS) program, enabling the clients to live in their communities as independently as possible.

The HCB Waiver is part of Kentucky's 1915(c) HCBS Medicaid waiver program. Participants in the HCB waiver program have the option to hire their own employees to provide non-medical, non-residential services. This is called Participant Directed Services, or PDS. These employees can include friends, neighbors and certain family members.

ESSENTIAL JOB FUNCTIONS

- 1) Perform case management functions for Home and Community Based Waiver.
- 2) Review member's eligibility in Medicaid Waiver.
- 3) Coordinate reassessment to maintain member eligibility prior to level of care end date.
- 4) Complete all appropriate Medicaid waiver forms and submit through Medicaid Waiver Management Application (MWMA) during the initial start and annual reassessment.
- 5) Complete initial visits with clients to discuss and establish waiver services.
- 6) Complete recertification and plan of care paperwork annually.
- 7) Maintain Participant Directed Services (PDS) employee paperwork and participant paperwork, according to agency procedure.
- 8) Assist PDS employees and participants, as applicable.
- 9) Assure Prior Authorization 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 ensure member is compliant with regulations.
- 11) Advocate for client 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 GRADD 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.

Revised 3/21/23

- 16) Log participant contacts and data in required reports.
- 17) Direct waiver referrals, in a timely manner, to the Aging and Disability Resource Center 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 degree in Social Work, Gerontology, Psychology, Sociology, or related field. Bachelor's degree in nursing with current Kentucky nursing license. Bachelor'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.