

TRI-VALLEY DEVELOPMENTAL SERVICES, INC.  
Job Description

**JOB TITLE: CASE MANAGER**

---

EXEMPT:	No	SHIFT: As Assigned
DIVISION:	Case Management	
SUPERVISOR:	Director of Case Management	
PREPARED BY:	Director of HR	
APPROVED BY:	CEO	DATE: 4/8/98; rev. 7/1/01, 7/1/02, 9/9/03, 7/1/09, 7/1/11, 8/11/13, 7/6/20, 12/1/23

---

**SUMMARY:** Facilitate the development, implementation and maintenance of all phases of the person-centered plan and support plan. Serve as liaison between individual and Tri-Valley Developmental Services (TVDS) personnel, community resources, parents/guardians and local/state organizations in coordinating and integrating services delivered to individuals served. Document services and maintain a complete, comprehensive and cohesive record for each person served.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Serves as advocate for the individual served to ensure that services are consistent with federal, state and TVDS goals of independence, integration, productivity, and protection from harm; respectful of client choice/preference; consistent with professional practice and protocol.

Ensures that all restricted interventions are present to the Human Rights Committee prior to implementation, and then maintains them.

Ensures that each individual has an initial and annually occurring person-centered plan reflecting the components of essential lifestyle planning and personal choice, through an interdisciplinary team which includes pertinent professionals, the client and others that are determined to be significant to the client's habilitation.

Collaborates with program staff in supporting individual served.

Document and maintain quality assurance of supports and services.

Completes Plan of Care (POC) as needed.

Assist eligible individuals in obtaining and maintaining financial assistance.

Maintains Targeted Case Management log, and turns in accurate timely billing.

Searches for and investigates information contained in client files, inserts additional data on file records, completes reports, keeps files current, and supplies information from file data or removes files upon request to authorized individuals.

Copies records as required.

Maintains Targeted Case Management certification.

Presents positive, fair, and accurate image of Tri-Valley Developmental Services, Inc. to public.

Attends and participates in Agency Inservices and Staff meetings as required, and to fulfill Kansas state requirements for mandatory training hours.

**EDUCATION and/or EXPERIENCE:**

Six months full-time experience (etc.) and either (1) a bachelors degree; (2) four years of additional full-time experience (etc.) that will substitute for a college degree; or (3) a combination of college credit and additional full-time experience (etc.) that substitutes six months of full-time experience (etc.) for one full-time college semester that adds up to the equivalent of a four year bachelors degree. The "etc." is the related work with DD populations.

**OTHER SKILLS AND ABILITIES:**

Ability to establish and maintain effective working relationships with parents, guardians, individual's with developmental disabilities, management personnel, co-workers and the public. Good professional judgment; honesty and integrity are required. Must obtain and maintain a valid Kansas driver's license and CPR /Multi-Media First Aid certification. Driving record must be acceptable to Tri-Valley's insurance carrier.

**PHYSICAL DEMANDS:** The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, and sit and use hands for fine and gross motor skills.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office. The noise level in the work environment is quiet.

Formal application, rating of education and experience; oral interviews and reference checks; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between Tri-Valley Developmental Services (TVDS) and employee and is subject to change by TVDS as the needs of TVDS and requirements of the job change.

\_\_\_\_\_  
Employee's Signature/date

\_\_\_\_\_  
Supervisor's Signature/date