

CAREER OPPORTUNITY

Title: CCP Care Manager/Quality Assurance Specialist – Northern Counties

Hours: Full Time, 37.5 hours/week, daytime hours (50% assessor and 50% Quality Assurance)

Brief Description:

This position provides Care management for clients in the COMCARE program, as well as supportive services to the Clinical Manager and quality assurance unit. This position is responsible for developing person-centered care plans which address an individualized package of home and community-based services relevant to the consumer's strengths and needs. Services and referrals are made in a timely manner in accordance with Quality Assurance and Program Standards. Documentation is expected to be clear, concise, and objective; records are completed in a timely and accurate manner; records are maintained in confidence as per HIPAA requirements.

Brief Description for Care Manager/QA Specialist:

- Provides monitoring of PASSPORT certified providers.
- Documents individual strengths and needs, informal supports, care plan implications, goals, and interventions.
- Service start dates are compatible with the individual's strengths and needs, services are delivered in accordance with program specifications.
- Services and referrals are made in a timely manner in accordance with Quality Assurance and program standards.
- Assists individuals with completing self-directed provider applications including financials, ongoing quality assurance of self-directed, and additional duties as required or requested by QA Manager.
- Assists applicants through the application and certification process and schedules and completes certification review.
- Provides ongoing assistance for all providers in understanding and meeting standards which reflect Site and ODA expectations.
- Appropriately participates in community activities to assess and improve community relationships, needs, and services including but not limited to acting as an ambassador for the agency.
- Records are completed in a timely and accurate manner and maintained per HIPAA requirements.

Minimum Requirements:

- Degree/diploma/certification in nursing *AND* RN license
OR bachelor's degree in social work or equivalent *AND* LSW
- One-year prior experience in home health care, medical social work, geriatric, or another substitute as approved in advance by ODA
- Knowledge of senior programs, Medicaid rules and regulations, assessments, geriatrics
- Knowledge of quality assurance, case management, and crisis intervention
- Ability to work with a variety of people with different backgrounds, expectations, and education levels
- Demonstrated ability to record and provide written reports
- Successful completion of appropriate Community Care Choice modules

Interested candidates should send an updated resume with salary requirement to:

Human Resources, Catholic Social Services of the Miami Valley

922 W. Riverview Ave., Dayton OH 45402

or e-mail jobs@cssmv.org or fax to 937.222.6750