

CAREER OPPORTUNITY

Title: Community Resource Assessment Services Supervisor

Hours: Full Time, 37.5 hours/week, daytime hours

Brief Description: To provide a no-wrong-door approach to intake, screening, and assessment services to members in a fast-paced, collaborative environment with a strong focus on quality recommendations and coordination while assessing and addressing emotional, social, and practical needs of members and their families. Coordination with community resources, advocating for the participant, supervising daily front door operations, mentoring staff, guiding and development of compassionate and effective services.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive):

- Assessment, general OB intake, and screen completed in a timely manner and addresses the individual's current strength and problems within NCQA and ODA domains (health, formal and informal support, housing, nutrition, medical care, utilization function, mental/cognitive, socialization, financial, support systems). Requirements that need met by funding sources.
- Assessment information maintained by HIPAA requirements and shared only with the consumer's written authorization and as relevant to directly addressing the screening process.
- Provide individuals with appropriate information about long-term care options/programs.
- Administration of PAS/ID 3622 process for PASRR applying PASRR regulations.
- Appropriately participates in community activities and attends meetings to assess and improve community relationships, needs, and services.
- Assessment appropriately and professionally completed on each applicant referred to PAA and/or enrolled in a timely manner utilizing the ODA/ODHS assessment tools.
- Care Plans professionally complete and address an individualized package of home and community-based services relevant to the consumer's strengths and needs.
- Will not exceed established costs as per program requirements.
- Meet professional standards of practice for all funding and accreditation sources.
- Review charts in a timely and accurate manner.
- Complete and document case conferences.

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
- Successful completion of Community Care Choice modules and certification testing
- Knowledge of senior programs, Medicaid rules and regulations, assessments, geriatrics
- Knowledge of case management and crisis intervention
- Ability to work with a variety of people with different backgrounds, expectations, and education levels
- Five years related experience (at least two years prior experience in PASSPORT preferred)
- At least one-year supervisory experience (experience as a PASSPORT case manager, assessor, screener or QA Coordinator may substitute for one-year supervisory experience)

*Interested candidates should send a resume with salary requirements to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave., Dayton, OH 45402
or email to jobs@cssmv.org or fax to 937.222.6750*