

CAREER OPPORTUNITY



Title: Clinical Manager, Senior Services

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

Brief Description: To develop, implement, evaluate, and supervise the senior service programs in Northern Counties (PASSPORT, Assisted Living, Group 8, Managed Care Next Generation) for effective service delivery and response to community needs with caring and compassionate guidance.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive):

- Planning, direction, coordination, management of data outcomes, policy and procedures, surveys, transitional program change, financial monitoring of staff positions, and evaluation of staff to implement quality programs (PASSPORT, Assisted Living, Group 8, Managed Care Next Generation, PIMS Modernization)
- Qualified staff recruited, hired, oriented, managed, monitored, reviewed, and provided sufficient continuing education and support services to meet program responsibilities
- Develop training programs and present verbal and written documentation to staff as the need arises.
- Meet with staff formally two times per month and informally as needed.
- Provide direct supervision, document case reviews, and record findings/recommendations in a timely manner.
- Initiate supervisor conferences every 90 days and document in a timely manner.
- Attend meetings with Senior Service providers as scheduled and as needed.
- Program implementation/administration/Management of Staff/Accreditation Compliance.
- Assure that policies and procedures are in place and updated appropriately for meeting requirements of oversight organizations and reporting bodies and maintain accreditation and certification.
- Proper reports to ODA Group 8, IMS, state hearing, MCO portals and related reports funding sources.
- Ensure that user-friendly reports are submitted that meet legal, funding, and accreditation requirements.
- Provide leadership for communicating strategic vision and mission of program in conjunction with the Director/Northern Counties.
- Quality program implementation and management of policy, procedures, reporting, surveys, analytics, program recommendations best practice, monitoring of high service delivery cost, data and reporting outcome to database.

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. Riverside Ave., Dayton, OH 45402

Or email to jobs@cssmv.org or fax to (937) 222-6750