

**SOUNDVIEW ASSOCIATION**

**JOB DESCRIPTION**

POSITION TITLE: **In-House Case Manager**

SUPERVISOR: Program Manager, or Executive Director

STATUS: 3/4 – 1 FTE

High School diploma or equivalent. Experience with DD Clients is preferred. Ability to teach and capacity to be considerate and responsible. Ability to organize, coordinate, and communicate effectively

**RESPONSIBILITIES:**

1. Will perform all duties of an ISS as needed with all program participants
2. Will assume responsibility for certain needs of a specific resident, as described below
3. Will monitor all supplies needed by the resident, including medications
4. Will monitor hygiene needs, such as haircuts, nail trims, etc.
5. Will arrange necessary appointments, such as medical, dental, conferences, subject to approval of supervisor
6. Will monitor and maintain equipment, and arrange for repair or replacement
7. Will monitor general health concerns, such as items on body-check chart with follow-up as needed
8. Will update files, forms, consents, etc. as needed
9. Will communicate all information between supervisor, family, medical, and other authorized persons
10. Will keep track of personal petty cash and report weekly to supervisor to insure availability of funds for upcoming events
11. Will complete Case Manager checklist monthly and submit to the Program Manager by the 5<sup>th</sup> of the following month
12. Will prepare a written client status report to be presented at monthly staff meeting.
13. Will participate in forming goals and methods for resident programs in cooperation with Program Coordinator, Program Manager, and Facilitator
14. Will collect information to track progress toward goals, and submit biannual reports to Program Manager for submission to DD Case Manager
15. Will provide training and assistance to other staff pertaining to goals
16. Will act as advocate for the resident in whatever way is needed
17. Will perform any other duties requested by the Program Manager, Facilitator, Program Coordinator or Director

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In-House Case Manager

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Date

\_\_\_\_\_  
Program Manager or Administrator

\_\_\_\_\_  
Date

Revised 12/4/07