



EXTERNAL JOB POSTING ANNOUNCEMENT

CASE MANAGEMENT COORDINATOR – JOB DESCRIPTION

Scottsdale Training & Rehabilitation Services (STARS) is seeking a Case Management Coordinator to join the Home and Community-Based Programs Team. Incumbent will foster a caring positive image and serve to improve the lives of individuals with developmental and cognitive disabilities.

STARS is a non-profit organization in Scottsdale that serves youth and adults with developmental disabilities along with their families. Our mission is improving the lives of individuals with developmental and cognitive disabilities by providing an array of programs serving a variety of needs. STARS offers day training programs for adults as well as employment opportunities in its work centers and the community. STARS empowers individuals with developmental disabilities and their families to be able to integrate into the life of the community.

POSITION PURPOSE:

Case Management (CM) Coordinator serves as the expert in planning, developing, monitoring, and evaluating individuals service plan and progress within a group setting. The CM Coordinator assumes a leadership role, utilizes critical thinking and judgement to collaborate and maintain the case management process. Effectively communicates on-going progress with STARS instructors, parents, and care givers regarding participants well-being. Assist day-to-day operations, maintaining accurate documentation of participants, data integrity and pertinent records in compliance with the Division of Developmental Disabilities (DDD). Represent STARS on the individual service plan (ISP) for respective program area(s). Pro-actively recruits and searches the DDD-FOCUS system to increase potential new members for the Day Training for Adults (DTA) Program.

DUTIES AND RESPONSIBILITIES:

- Demonstrate respect, a positive attitude and collaborative working relationships with co-workers, community partners, participants, and families/guardians.
- Maintain documentation and confidentiality of participants files including electronic records.
- Meet with family of new participants to explain programs.
- Responsible for accurate and timely completion of agency attendance tracking systems.
- Liaison for DDD requests. Provide support and follow-up communications to Manager as well as daily ratio of participants for scheduling, planning, and decision tracking for accurate reporting.
- Develop positive relationships with participants' families, liaison among staff, participants and family
- Conduct tours, explain programs, coordinate intake materials for completion and accuracy; finalize initial evaluation of referrals accepted by STARS.
- Complete professional evaluations for incoming participants in a timely manner who have various disabilities, including applications to determine acceptance, proposed schedules and plans prior to registration.
- Contact and follow through with DDD and Manager of CM; maintain accurate tracking of documents.
- Develop, implement, and evaluate Individualized Service Plans (ISP); represent STARS and participants at (ISP meetings).
- Teach individuals with various disabilities individual or in group setting.
- Maintain time efficiently and multiple responsibilities effectively.
- Pro-actively maintain communication with families/guardians of participants to ensure success in programs leading to progressive movement as appropriate.
- Accompany consumers on outings to ensure meaningful experience and to monitor essential living skills.
- Oversee participant's plan developments, implementations and on-going evaluations within STARS programs.
- Ensure safety and well-being of consumers adherence to OSHA Standards
- Interface with other CM Coordinators and departments as necessary, to ensure the smooth operations and consistency of respective program areas.
- Remain current on required certifications and trainings.
- Fill in as needed in programs to provide direct service to participants to maintain ratio compliance.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent organizational skills and strong attention to details. Excellent written and verbal communication skills.
- Knowledge of behavior modification skills, developmental disabilities and of training/intervention strategies used for individuals with developmental, as well as other disabilities.
- Demonstrated skills in time management, multi-tasking and priority setting.
- Ability to effectively work independently and professionally.
- Ability to plan, anticipate needs, have excellent follow-through and problem-solving skills.
- Ability to maintain a positive attitude and collaborative working relationships with participants, staff, families and people from various funding sources.
- Strong technical skills with the ability to learn new programs quickly and independently.
- Above average proficiency in Microsoft Office Suite; specifically, Word, Outlook, Excel.
- Above average experience working with behavioral health.
- Knowledge of developmental disabilities and of training/intervention strategies used with individuals with developmental as well as other disabilities.
- Personal enthusiasm for participation in a non-profit organization serving individuals with disabilities.
- Have a positive attitude and represent STARS in a positive manner to the community.

QUALIFICATIONS AND REQUIREMENTS:

- B.S. degree in Business Administration, Human Services, Public Health, Behavioral Health, or related field; preferred. OR, any equivalent combination education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- Two-years' experience working with disabled adults, in vocational, rehabilitation, social work, psychology or similar human services/education preferred. Must have personal enthusiasm for working in a non-profit organization serving individuals with disabilities.
- Experience working in a health care setting, behavioral health, counseling, etc.
- One-year supervisory experience highly preferred; One-year supervisory experience working with individuals having developmental disabilities highly preferred.
- Must have AZ driver's license, clear driving record and meet requirements by agency's insurance. Must have DES Level One Fingerprint Card or the ability to receive one. Must undergo a criminal & background screening. Must have reliable transportation.
- Candidates with Social Work Certification, Crisis Intervention, or Counseling Certification focused on individuals with developmental disabilities, desired.
- CPR, First-Aid, Article 9, Prevention and Support

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. Website: www.starsaz.org

INSTRUCTIONS TO APPLY

Please submit cover letter, resume and three professional references to: jobs@starsaz.org Salary: DOE