

# **LINN COUNTY CLASSIFICATION**

**TITLE: DD CASE MANAGEMENT SUPERVISOR**

**NUMBER: 750**

**APPROVAL ORDER NUMBER: 2019-326**

**PAY RANGE: 16**

**DATE: SEPTEMBER 17, 2019**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Employees in this classification supervise employees delivering case management services to individuals who experience intellectual and or developmental disabilities. Duties include client assessments and evaluations; both case management and oversight of case management; abuse and protective services; serious incident tracking and Medicaid plan monitoring for compliance. Additional duties may include community consultation and technical assistance to other agencies, community-wide or school-based prevention planning and program activities and clinical consultation to other clinicians.

SUPERVISION RECEIVED: Works under the supervision of the Developmental Disabilities Program Manager. A person in this classification is expected to work in a highly independent manner.

SUPERVISION EXERCISED: Assign responsibilities, provide direction, advise and consult on problems and interpretations of laws and regulations; participate in the selection of new personnel and assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Oversee the day-to-day operation of case management services.
2. Provide individual services to include assessments and case management and complete documentation of the services provided in accordance with department policies and Oregon Administrative Rules.
3. Develop individual plans consistent with Person Centered Planning principles.
4. Initiate and conduct protective service investigations in accordance with Oregon Administrative Rules.
5. Report all Serious Incidents in the State system. Coordinate all follow-up actions required.
6. Provide leadership and facilitate effective interagency working relationships.
7. Provide education, technical assistance and consultation to other service providers, community groups such as community coalitions, schools and local task forces.

8. Provide information to prospective individuals and the general public about the services available through this department and by other community agencies.
9. Establish and enforce standards which provide employees with the knowledge of responsibilities and performance expectations.
10. Train new case managers.
11. Provide after-hours emergency crisis intervention services to individuals and consultation and support to other community agencies.
12. Perform Merit System Evaluations on employees and initiate personnel actions including disciplinary procedures for employees directly supervised.
13. Develop and maintain effective, harmonious and reasonable working relationships with others.
14. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the principles and practices of community-based developmental disability services. Advanced knowledge of prevention strategies or treatment modalities, counseling strategies and habilitation planning. Considerable knowledge of the functions of other health, social service and education agencies. Ability to learn and comply with the Oregon Revised Statutes, Oregon Administrative Rules, department policies and other regulations that apply to the program area to which assigned.

Professional level skills in performing individual evaluations, counseling and case management services or prevention strategies. Ability to conduct thorough individual interviews and evaluations. Ability to correctly interpret and effectively communicate the information. Demonstrated ability to exercise sound clinical judgment in appraising complex situations, plus the ability to develop comprehensive individualized service plans. Ability to develop supportive relationships with assigned individuals. Ability to write clear and concise reports and individual evaluations. Employees in this classification are provided less clinical supervision, are expected to perform with a greater degree of independence and are assigned regular clinical consultation to other Mental Health

Specialists. In addition, these employees are expected to demonstrate increased initiative, greater productivity and more developed leadership abilities. Ability to develop and maintain effective working relationships with peers, supervisors and professionals in related disciplines. Ability to use word processing as required by the position.

**EXPERIENCE, EDUCATION AND TRAINING:** Five-years of current experience in a mental health service program and graduation from a four-year college or university with major coursework in psychology, social work, counseling or closely related behavior science field; Master's Degree in psychology, social work, counseling or related field is preferred; two-years of current supervisory experience. Professional or supervised practicum-level experience in providing similar services to persons with similar problems or concerns is desirable but not required. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be acceptable.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, individual homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear; sit, stand and walk; bend and stoop; use hands to handle or operate objects, tools or controls including use of a computer keyboard; reach with hands and arms and lift or move up to thirty (30) pounds.