		<h2>Case Manager</h2>	
Reports to: Clinical Supervisor/RVP FLSA Status: Exempt	Reviewed: 3/2007	Revised:	

SUMMARY

Instructs individuals and families in the community about health education and disease prevention utilizing a team based model.

RESPONSIBILITIES

1. Educates the community on various medical outreach programs and the importance of utilizing the programs.
2. Helps to coordinate care with other health care providers, monitors stability and independent living.
3. Visits homes to determine patient and family needs, develops plan to meet needs.
4. Assists patient in setting up a medical appointment and ensuring the patient keeps appointment.
5. Advocate for the patient with special needs.
6. Helps patient obtain necessary resources.
7. Assists community members and health field personnel to assess, plan for, and provide needed health and related services.
8. Refers patients with social and emotional problems to other community agencies for assistance.
9. Documents patient cases including assessment and patient's consent to obtain assistance.
10. Prepares reports as required by various federal, state, and local programs.
11. Documents findings to track trends and changes in the health of the community.
12. Participates in Quality Improvement (QI), Quality Assurance (QA) and Continuous Quality Improvement Activities (CQI) as appropriate.
13. Other duties as assigned.

QUALIFICATIONS

Education & Experience:


Bachelor's degree from a four-year college or university in psychology, social work, or related field; 1-2 years of previous experience in linking consumers with various community resources preferred.

Communication Skills:

Must possess the ability to communicate verbally and non-verbally with clients, coworkers and members of management. Excellent professional customer service skills required.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Work Processing software, Electronic Medical Records software and Spreadsheet design software.

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Certificates and Licenses

Must maintain a valid TN driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk, or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Acknowledgement:

I hereby acknowledge that I have received a copy of my job description. I understand that it is my responsibility to review Cherokee Health Systems expectations with my supervisor.

Print Employee Name

Signature of Employee

Date