

## **CAREER OPPORTUNITY**

**Title:** CCP Care Manager/Quality Assurance Specialist- Northern Counties

**Hours:** Full Time, 37.5 hours/week, daytime hours (50% assessor and 50% Quality Assurance)

### **Brief Description:**

This position provides Care management for clients in the COMCARE program, as well as supportive services to the Clinical Manager and quality assurance unit. This position is responsible for developing person-centered care plans which address an individualized package of home and community-based services relevant to the consumer's strengths and needs. Services and referrals are made in a timely manner in accordance with Quality Assurance and Program Standards. Documentation is expected to be clear, concise, and objective; records are completed in a timely and accurate manner; records are maintained in confidence as per HIPAA requirements.

### **Brief Description for Care Manager/QA Specialist:**

- Provide monitoring of PASSPORT certified providers.
- Documents individual strengths and needs, informal supports, care plan implications, goals, and interventions.
- Service start dates are compatible with the individual's strengths and needs, services are delivered in accordance with program specifications.
- Services and referrals are made in a timely manner in accordance with Quality Assurance and program standards.
- Assist individuals with completing self-directed provider applications including financials, ongoing quality assurance of self-directed, and additional duties as required or requested by QA Manager.
- Assist applicants through the application and certification process and schedule and complete certification review.
- Provide ongoing assistance for all providers in understanding and meeting standards which reflect Site and ODA expectations.
- Appropriately participate in community activities to assess and improve community relationships, needs, and services including but not limited to acting as ambassador for the agency.
- Records are completed in a timely and accurate manner and maintained per HIPAA requirements.

### **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.
- Knowledge of senior programs, Medicaid rules and regulations, assessments, geriatrics
- Knowledge of quality assurance, case management, and crisis intervention
- Ability to work with a variety of people with different backgrounds, expectations, and education levels.
- Demonstrated ability to record and provide written reports.
- Successful completion of appropriate Community Care Choice modules.

*All interested in-house staff should notify their supervisor regarding their interest in transferring to the above position and then contact Kathy Sell 1-937-498-4593 ext. 1105*

*By June 7, 2024*