



## **Individual Support and Community Case Manger Job Description**

**LAMOUR Community Health Institute and LBD Counseling and Consulting Clinic** was developed to provide an essential link between the community, the health care and human services system. Our counselors and staff are multicultural providers that speak and understand the cultural needs of the community. Our specialty is using a blend of Dialectical behavior therapy (DBT) integrated into our behavioral health program services that meet the needs of adolescents, families and adults.

We are a Multi Services Community Based Agency that is committed to advocating and providing community based, culturally-competent, and comprehensive programming services. We have a responsibility to the communities we serve and to the staff we employ to help them develop their potential.

**LOCATION:** Serving Randolph main office, Boston & Southeast surrounding cities

**JOB SUMMARY:** Responsible for providing individual support and community habilitation case management. This service includes training, education, coaching when a participant needs assistance to develop, maintain, or maximize independent functioning in self-care, physical and emotional growth, socialization, communication, and skills in self-determination and self-advocacy to enable the participant to acquire skills to exercise control and responsibility over the services and supports they receive, and to become more independent, integrated, and productive in the community. Conducting the initial and ongoing assessments for qualified of programs enrollment, Ensuring patients met medical necessity criteria for Adult Foster Care (AFC) & Adult Group Foster Care (AGFC), Money Follows the Person Community Living (MFP-CL) Waiver, Autism Spectrum Disorder Home and Community Based Services Waiver, Early Intervention and Outpatient programs. By completing and signing the designated screening tool as required for MassHealth payment and completing obtaining a social history and conducting a psychosocial assessment and evaluation, providing training, evaluating, and supervising caregivers in conjunction with the registered nurse, participating in the development, implementation, and ongoing review of the care plan and treatment plan of care; conducting home and on-site visits with each patient at the qualified setting bimonthly

**QUALIFICATIONS:** Must be at least Bachelor's degree or higher in social work or human services field from an accredited institution (preferably in a social work, psychology or health sciences -related field); licensed from the Massachusetts Board of Registration in Social Work LSW or higher, community-based, life or work experience providing services to individuals with disabilities and valid driver's license in good standing, proof of vehicle and professional liability insurance.

The candidate must successfully complete any/all required pre-employment evaluation test(s) per policy.

- Acceptance of philosophy and goals of the Agency.
- Must be Cultural and Linguistic competence, bilingual a plus; Haitian Creole, Portuguese Creole, Spanish, Chinese or Vietnamese.



### **RESPONSIBILITIES:**

- Provide coaching and training supportive care to patients and caregiver in a variety of participates home settings.
- Help patient develop intervenes and skill to complete routine tasks chores and run errands Develop care plan, document any extreme or unusual behavior problems and report supervisor, maintain, and/or maximize the participant's independent functioning in self-care, physical and emotional growth, socialization, communication, and skills building if needed, to achieve objectives of improved health and welfare and to the support the ability of the participant to establish and maintain a residence and live in the community.
- Alternating with the bimonthly visit with registered nurse
- Completing a care-management progress note corresponding with each on-site visit or encounter and upon significant change; periodically reviewing caregiver logs
- Assisting with obtaining information and accessing other health-care
- Reviewing and documenting the fire and safety procedures for the qualified setting;
- Participating in care planning, discharge planning and implementation
- Observe patients' physical, mental, and emotional conditions.
- Report abnormal changes or patterns to nursing staff.
- Develop nurturing relationships with patient and caregivers.
- Demonstrates effective time management skills through daily documentation and infrequent overtime for routine assignments.
- Demonstrates sound judgment, critical thinking and decision making.
- Monitor complete items/tasks listed on housekeeping and or internal safety checklist unless item is listed specifically within consumer's goals to complete with one-on-one staff for that day Supervision and support of the individual.
- Assist in Care planning home and community opportunities for consumers
- Assist in development of personal/social skills.
- Be a team member and provide input, planning and training ideas to your supervisor.
- Attend in-service training and/or retraining requirements as scheduled

### **KEY SKILLS & BEHAVIOR:**

- Strong analytical skills and interpersonal skills willing to work directly with patients
- Ability to communicate effectively within a variety of situations and diverse populations
- Ability to work independently and as part of a team
- Excellent time management skills

### **SALARY & BENEFITS:**

- Contracted \$15-21 per hour
- Must have flexible schedule 8:00am to 7:30pm as some evenings and weekends

### **TO APPLY:**

Email cover letter and resume to [HR@lamourgroupp.org](mailto:HR@lamourgroupp.org)

Please see our website at <http://lamourgroupp.org/>