

ABILITIES NETWORK
JOB DESCRIPTION

Job Title: Case Worker
AN Classification: Support
FLSA Classification: Non-exempt
Reports To: Program Supervisor

Essential Functions

Actively supports consumers within each support team in accessing appropriate resources, both within and outside AN, related to community living, employment, housing, money management, insurance, etc as outlined in the IP necessary for consumer growth and independence.

Attends and actively participates in consumer's team meetings, supporting the attendance of consumer and other team members. Assists in increased consumer involvement in meetings with the goal being consumer lead/facilitated meetings.

Review and assist in the implementation of new IP within 20 days.

Supports the coordination of consumer's services with other involved parties. Performs other activities required by regulatory/accrediting agencies.

Actively supports connections between all consumers and their community, e.g. employers, co-workers, friends, neighbors, etc. Continuously searches and expands knowledge of community resources. Demonstrates ability to work in the field confidently, comfortably and independently.

Discusses work progress and communicates effectively with Program Supervisor, Case Manager, and team members.

Routinely arrives on time to provide services as scheduled. Immediately notifies supervisor of any changes in schedule. Takes responsibility for identifying and arranging coverage when unable to meet with an individual as previously scheduled. Provides coverage for team members as needed. Maintains availability to work a 40-50 hour work weeks, including evenings and weekends as necessary.

Promptly and actively participates in required training and professional development opportunities. Prioritizes well between consumer assignments, team meetings, general staff meetings and board meetings.

Completes Efforts towards goal completion daily. Keeps ETO up-to-date to reflect real time. Submits accurate timesheets, travel and expense reimbursement forms in a timely fashion.

Assists Case Managers with preparation for internal file reviews by obtaining necessary paperwork and follow up.

Demonstrates a strong understanding and dedication to Abilities Network's MISSION and GUIDING PRINCIPLES. Actively promotes and represents agency philosophy through all interactions with both internal and external customers. Markets services to potential employers and other referral agents. Performs all miscellaneous duties as assigned necessary to fulfill the MISSION of Abilities Network.

Essential Requirements

Requires a minimum of a high school diploma and one year related experience.

Must have transportation, as necessary, to fulfill the duties and responsibilities of the position. Position is based in community with minimal office time. Requires daily travel throughout assigned region.

Must be available to work a 40-50 hour work weeks, including evenings and weekends as necessary.

Must have convenient access to a personal computer with Internet Explorer to maintain daily Efforts in ETO remotely.

Physical Requirements

Must be able to push, assist, and transfer the weight of an average adult in and out of a wheelchair. Must be able carry materials weighing up to 25 lbs. Must be able to stand for periods up to 3 hours in duration.

Starting Hourly Rate: \$11.54 per hour Hourly Rate Cap: \$16.35 per hour