



Developmental Disabilities Case  
Manager  
**Class code:** 546  
**Employee Group:** SEIU  
**Salary Range:** 20

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### I. Position Summary

Under supervision, to provide a variety of case management services to a developmentally disabled population, which includes coordinating, monitoring and providing services, authorizing Medicaid services; and to perform related work as required.

### II. Distinguishing Features

This is an entry/journey level position. Employees are expected to require a limited amount of time before being capable of functioning at the full journey level. Employees initially work under direct supervision, and progress to more general supervision as the incumbent becomes able to independently perform the full range of duties. Work is normally reviewed upon completion and for overall results.

### III. Examples of Essential Position Duties

- Uses the State-authorized needs assessment tool to assess client functional needs and determine level of care and enhanced/exceptional services generally through, face-to-face meetings, file reviews, interviews, observations, and other methods; conducts assessment for an individual free from conflicts of interest as established in Oregon Administrative Rules.
- Determines eligibility for services for a person with a developmental disability and assures individual's strengths, personal choice, risks and support needs are identified.
- Provides individualized case management services to clients to meet determined needs.
- Participates on Individual Support Teams and authorizes Medicaid services.
- Provides services for developmentally disabled individuals such as gathering information and data to determine the need and support for program eligibility, assesses client problems and makes referrals; schedules some client appointments for various services; transports clients; assists clients in completing forms.
- Conducts home visits; provides basic support to clients and families as necessary.
- Provides indirect services including routine consultations to care givers and community agencies, client advocacy and community resource development.
- Provides protective services and participates in abuse investigations.
- Monitors the provision of services by sub-contractors and foster providers for developmentally disabled individuals.
- Prepares reports and maintains records as required.
- Serves on committees
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

#### **IV. Knowledge, Skills and Abilities**

Requires knowledge of the public service system for developmental disabilities services in Oregon; techniques and procedures used in evaluating, modifying and motivating human behavior; case management methods; rules, laws, regulations and ethics of developmental disabilities field; and community services and resources. Ability to assess status of individuals and families for services and needs; write concise and accurate progress notes and reports; coordinate individual support plan; and maintain confidentiality; establish and maintain cooperative working relationships with those contacted in the course of work.

#### **V. Minimum Requirements** (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

##### **Education and Experience**

- A Bachelor's degree in behavioral science, social science, or closely related field and two years experience in developmental disabilities; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

##### **Licenses, Certificates and Other**

Must have a valid Oregon driver's license with an acceptable driving record. Specific positions may be required to fulfill the education and training requirements established by the State of Oregon.

##### **Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Ability to work in an office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; may require some moderate lifting, bending, reaching, kneeling and some climbing of stairs; and seeing including sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment. Sensory requirements include color, sound, odor, texture and visual perception and discrimination as well as oral communications ability. Requires the ability to operate a motor vehicle.

##### **Working Environments**

Work is generally performed in an office environment and may include exposure to disruptive people and communicable diseases.

#### **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.