TITLE:  CASE MANAGER I-III

DEFINITION:  Under general supervision, performs responsible case management services in public health programs.

DISTINGUISHING CHARACTERISTICS:

Grade Level I  –  Performs the routine duties of the classification.
Grade Level II  –  Performs the more complex duties of the classification.
Grade Level III  –  Performs the more complex duties of the classification and/or acts in a lead capacity.

EXAMPLES OF DUTIES:

• Conducts client intake and assessment, evaluating the client’s needs and resources;
• Develops and assists in implementing on-going client service plans;
• Facilitates referrals to a variety of agencies;
• Documents client contracts and follow-up activities;
• Participates in case conference meetings;
• Participates in community case management forums;
• Provides families with in-home counseling visits;
• Maintains case records and required reporting documentation;
• May assign and review the work of subordinate personnel;
• May supervise, train and evaluate subordinate personnel;
• Performs other duties as assigned.

MINIMUM REQUIREMENTS:

High School diploma or equivalent and two years experience providing case management and/or related services. Education may be substituted for experience on a year-for-year basis.

A valid California motor vehicle operator’s license may be required.

HISTORY:

• Established: 4/1/2000