



**Community Options Specialist / Case Manager  
Manchester, MO (63011)**

8:00 a.m. – 4:30 p.m. (40 hrs./wk.) Mon-Fri

**General Description:**

- Provides information to adults and their family members about specific community resources based on an assessment of the consumer's needs, connects persons to resources, conducts eligibility screenings and provides appropriate options consulting, case management, and transition services.

**Requirements:**

- Bachelor's Degree in Human Services or related field
- At least one year of experience in human services delivery and case management
- AIRS Certification within first year of employment
- Computer proficiency in spreadsheet, word processing & database applications
- Knowledge of community resources, social agency programs & services
- Understanding of professional social work ethics and practices
- Excellent written and verbal communication skills
- Local travel required, must have a valid MO driver's license, dependable transportation and automobile insurance as required by the State of Missouri
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourages inclusion and representation for all community members, clients, and fellow employees

**Benefits Package:**

- \$51,812 Annual Salary (40hrs./wk.)
- Medical, PPO or HSA
- Dental/Vision
- Excellent retirement savings plan
- 13 Paid Holidays
- 17 Days PTO
- Life insurance with buy-up options
- Employer paid short-term disability
- Employee Assistance Program

*Interested in this position?*

Contact H.R. Specialist Laura Reich

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EOE

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