



**Community Options Specialist/Case Manger  
Manchester, MO (63135)**

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

**General Description:**

- Interviews clients/families by phone or in person and makes appropriate referrals and follow-up
- Completes assessments and perform options consulting and/or case management for Title III Band Family Caregiver Support Programs
- Performs reassessments for Medicaid clients and prepares associated care plan documents
- Performs options consulting for referred nursing home residents and assist with transition planning as well as on-going community support
- Coordinates consumer services with partner agencies such as DHSS, FSD, SSA, CMS, etc.
- Provides benefits outreach, counseling, and application assistance for a variety of public and private assistance programs
- Develops local community contacts and represents the agency in community partnerships
- Provides support and local resource information to Senior Center staff and participants
- Assists with development and coordination of special projects, community information, and outreach
- Maintains and reports accurate data about information requests, referral actions, and follow-up activity
- Adheres to contractual and grantee guidelines related to services being provided
- Assists with volunteer recruiting and training

**Requirements:**

- Bachelor's Degree in Human Services or related field & at least one year 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:**

- \$2,073.600 Bi-Weekly Salary (40hrs./wk.)
- Medical, PPO or HSA
- Dental/Vision
- Excellent retirement savings plan
- 14 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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