OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 _ 1987

CLASS TITLE: Case Management Specialist 1

CODE: 69431 C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

FUNCTION: Under general supervision from mental health or social program administrator or social services supervisor, arranges for & assists mentally retarded & developmentally disabled clients in obtaining vocational, educational, financial, medical & psychological services & monitors services within group homes, developmental facilities & other agencies to ensure proper guidelines, laws & rules are followed; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	25-45	Arranges for & assists mentally retarded & developmentally disabled clients in obtaining services (e.g., vocational, educational, financial, medical, psychological) & monitors services within group homes, developmental facilities & other agencies to ensure proper laws, rules & guidelines are followed, interviews clients & recommends client appropriateness for placement in community residential homes & assesses staff program & overall operation of residential facilities & group homes.	Knowledge of (1) mental health & mental retardation technology, rehabilitation, or social work, (2) psychology, (3) sociology, (4) interviewing, (5) public relations, (6) state & federal laws, rules & guidelines pertaining to client rights*; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) interpret variety of technical material in books, journals & manuals, (9) calculate fractions, decimals & percentages, (10) handle sensitive contact with clients, families & guardians, (11) resolve complaints from angry clients, families, guardians &/or interested others
2	19-39	Provides protective services for residents in caseload who are at risk of real or suspected personal, physical &/or psychological injury, abuse, neglect or are in need of emergency food, shelter or medical attention; discusses diagnosis, treatment & educational programs with clients, parents, relatives &/or guardians.	Knowledge of 1, 2, 3, 4, 5, 6*, ability to 7, 8, 9, 10, 11.
3	15-25	Prepares, writes & completes forms, reports, correspondence, case summaries, home reports & other related material; maintains & updates client files as required by licensure rules; assures timely completion of comprehensive client evaluations; assists in developing, updating & standardizing tools used to evaluate & monitor residential facilities when assigned.	Knowledge of 1, 2, 3, 5, 6*, (12) English grammar & composition; ability to 7, 8, (13) prepare meaningful, precise & accurate reports, (14) use research methods in gathering data.

(1016)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major program core requirements in rehabilitation, or social work or mental health & mental retardation technology as required by university or college & 12 mos. exp. in working with mentally retarded, developmentally disabled &/or mentally ill persons; or equivalent.

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MAJOR AGENCIES: County Offices, Universities

CODE: 69431C

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	9-19	Participates in meetings related to assigned clients in order to advocate habilitation programs appropriate to client needs; consults with co-workers & other community & government agencies concerning client related problems.	Knowledge of 1, 2, 3, 5, 6*; ability to 7, 8, 9, 10, 14.
5	0-5	Speaks to associations & groups on needs of clients; addresses delivery of social, special or recreational activities.	Knowledge of 1, 2, 3, 5, 6*, 12, (15) speech &/or oral communication; ability to 7, 8, 9, 10, 11, 14, (16) prepare & deliver speeches before specialized audiences & general public.

(1017)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

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