NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Case Management Specialist 2	CODE: 69432C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from social program or mental health administrator, serves as lead worker (i.e., provides work direction & training) over case management specialists, provides case management services to clients & maintains records of same & consults with &/or provides expertise to residential operators, clients' families, 169 boards & community agencies or associations;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (1018)	19-39	Serves as lead worker (i.e., provides work direction & training) over lower-level case management specialists & recommends changes in case management policies & procedures to supervisor.	Knowledge of (1) management/supervision*, (2) employee training & development*, (3) rehabilitation, social work or mental health & mental retardation technology, (4) psychology, (5) public relations, (6) sociology, (7) interviewing, (8) state & federal laws, rules & guidelines pertaining to client rights*; ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) interpret variety of technical material in books, journals & manuals, (11) calculate fractions, percentages & decimals, (12) handle sensitive contact with clients families & guardians.
2 123:1-7-17	54-64	Provides direct case management services to mentally retarded & developmentally disabled clients in assigned area (i.e., discusses, interfaces & communicates with parents, guardians & clients about services; diagnosis problems; investigates allegations of abuse & neglect; coordinates & updates comprehensive client evaluations & admission information; coordinates outside activities of clients) & consults with or provides expertise to county boards of mental retardation, community	Knowledge of 3, 4, 5, 6, 7, 8; ability to 9, 10, 12, (13) resolve complaints from angry clients, families, guardians &/or others, (14) use research methods in gathering data.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major program core coursework in social work, rehabilitation or mental health & mental retardation technology as required by university or college plus 18 mos. exp. in working with mentally ill persons, mentally retarded or developmentally disabled persons; or equivalent.

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JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		action agencies, associations for retarded citizens &/or other agencies for purpose of explaining & promoting effective case management services.	Knowledge of 3, 4, 5, 6, 7, 8; ability to 9, 10, 12, (13) resolve complaints from angry clients, families, guardians &/or others, (14) use research methods in gathering data.
3	8-14	Writes & prepares documentation of work activities, correspondence, reports & case summaries & maintains related records.	Knowledge of 3, 4, 6, 8, (15) English grammar & composition; ability to 9, 10, 14, (16) prepare meaningful, precise & accurate reports.
4	8-14	Attends & participates in variety of meetings (e.g., staff, administrative, court, placement, case conferences, treatment team).	Knowledge of 3, 4, 5, 6, 8; ability to 9, 10, 12, 13, 16.

(1014)

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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