NEW 5-31-92

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Case Management Aide	CODE: 03210
	MAJOR AGENCIES: County Boards of Mental Retardation	JURISDICTION: County

FUNCTION: Under close supervision from case manager 2 or 3, assists in preparing & writing case management documentation & maintains case files;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Assists case managers in preparing & writing case writing case management reports, correspondence, case summaries & other related materials & maintains files & records on individual cases & assists in service coordination, service placement, crisis intervention & advocacy for assigned individuals.	Knowledge of (1) basic mental retardation & developmental disabilities principles, (2) county, state & federal laws, rules & guidelines pertaining to consumer rights*, (3) English grammar & composition; (4) principles of team process or interviewing & counseling techniques, (5) prepare meaningful, concise & accurate case notes, (6) gather, collate & classify information about data, people or things for use by case managers.
2		Provides emergency & protective services to assigned individuals in need of prevention or elimination of conditions detrimental to their physical or emotional health.	Knowledge of 1, 2*, (7) human relations; ability to 4, (8) recognize threatening conditions & take appropriate action, (9) handle sensitive contacts with consumers, families & guardians.
			(*)Developed after employment.

(6)

123:1-8-02

UNUSUAL WORKING CONDITIONS: May require travel.

MINIMUM CLASS REQUIREMENTS (including license, if any.): Registration for Case Management Registered Service Level as issued by Ohio Department of Mental Retardation/Developmental Disabilities per section 5123: 2-5-02 of Administrative Code.