REVISED: 5-31-92

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Case Manager 2	CODE: 03212
	MAJOR AGENCIES: County Boards of Mental Retardation	JURISDICTION: County

FUNCTION: Under general supervision from superintendent or case manager 3, supervises case management staff & coordinates activities of case management services for eligible children & adults with mental retardation & developmental disabilities & monitors services provided by group homes, county board of mental retardation & developmental disabilities facilities & community agencies or associations;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Supervises case management staff & direct activities of case management services for eligible individuals with mental retardation & developmental disabilities, coordinates case management intake, assignment & other case management services for enrollees (e.g., assembles & analyzes data, consumer status & resource availability & utilization; coordinates &/or participates in inter-disciplinary assessment & evaluation process, multi-disciplinary formulation of individual service plans; participates in hiring, assigning, training, evaluating & disciplining of assigned case managers; monitors case management services & staff adherance to policy implementation) & assists administration in research development & implementation of case management services & objectives & ensures that mandated case management services are available to eligible individuals.	Knowledge of (1) management/ supervision*, (2) employee training & development*, (3) rehabilitation, social work or mental retardation technology, (4) psychology, (5) human relations, (6) sociology, (7) interviewing, (8) state & federal laws, rules & guidelines pertaining to consumer rights*; ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) interpret variety of technical material in books, journals & manuals, (11) handle sensitive contact with consumers, families & guardians.

(10)

123:1-8-02

(*)Developed after employment

UNUSUAL WORKING CONDITIONS: May require travel; requires flexible hours, including evenings & weekends; on call 24 hrs./day.

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

REVISED: 5-31-92

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Case Manager 2	CODE: 03212
	MAJOR AGENCIES: County Boards of Mental Retardation	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Serves as liaison for consumers & county board in association with internal & external departments & agencies; supervises case managers in providing case management services on information & referral, service placement, coordination & advocacy; discusses & communicates with parents, guardians & consumers concerning services, resolves problems; ensures investigation of allegations of abuse &/or neglect; coordinates & updates consumer evaluation & admission information; ensures monitoring of consumer services provided by residential & supported living providers, day program agencies, intermediate care facilities, nursing homes & related assisting agencies; provides expertise & assistance to case managers & service providers to explain & promote effective case management services.	Knowledge of 2*, 3, 4, 5, 6, 7, 8*; ability to 9, 10, 11, (12) resolve complaints from agency consumers, families, guardians &/or others, (13) use proper research methods in gathering data.
3 (11)		Writes & prepares documentation of work activities, correspondence, reports & case summaries & maintains related records; attends & participates in variety of meetings (e.g., staff, administrative, court, placement, case conferences, treatment team).	Knowledge of 3, 4, 5, 6, 8*, (14) English grammar & composition; ability to 9, 10, 11, 12, 13, (15) prepare meaningful, concise & accurate reports.

123:1-8-02

(*)Developed after employment.