NEW 5-31-92

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Case Manager 3	CODE: 03213
	MAJOR AGENCIES: County Boards of Mental Retardation	JURISDICTION: County

FUNCTION: Under general supervision from superintendent, serves as case management director for county board, directs provision of case management services to include supervision of case manager 2 positions & oversees monitoring of services for residential facilities, community agencies & associations provided to individuals with mental retardation & developmental disabilities;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Serves as director of county case management services for eligible individuals with mental retardation & developmental disabilities, directs implementation of case management rules according to mandate & county board plan, oversees hiring, assigning, training, evaluating & disciplining case management staff, supervises one or more positions classified as case manager 2, directs crisis intervention & investigation of major unusual incidents & writes & prepares documentation of unmet needs & lack of resources to be reported as part of board's annual comprehensive planning process.	Knowledge of (1) management/ supervision, (2) employee training & development, (3) rehabilitation, social work or mental retardation technology, (4) psychology, (5) public & human relations, (6) sociology, (7) interviewing, (8) counseling, (9) state & federal laws, rules & guide-lines pertaining to client rights; ability to (10) define problems, collect data, establish facts & draw valid conclusions, (11) interpret variety of technical materials in books, journals & manuals, (12) handle sensitive contacts with & resolve complaints from clients, families & guardians, (13) prepare meaningful, concise & accurate reports.

(12)

123:1-8-02

UNUSUAL WORKING CONDITIONS: May require travel.

MINIMUM CLASS REQUIREMENTS (including license, if any.): Certification for Case Management 3 Level as issued by Ohio Department of Mental Retardation/Developmental Disabilities per Section 5123: 2-5-02 of Ohio Administrative Code.

NEW 551-72

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Case Manager 3	CODE: 03213
	MAJOR AGENCIES: County Boards of Mental Retardation	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Serves as advocate, liaison & representative for consumers & department in association with internal & external departments & agencies & ensures involvement of multiple agencies regarding increasing service provisions for individuals with mental retardation & developmental disabilities.	Knowledge of 3, 4, 5, 6, 9; ability to 10, 12.
3		Attends & participates in conferences & inservices.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9; ability to 10, 11.

(13)

123:1-8-02

(*)Developed after employment.