

## **Adult Community Case Manager (ACCM)- \$1,000 SIGN-ON BONUS!!**

### **PAY RANGE:**

#### **SALARIED POSITION**

\$37,000 - \$42,000 Annual salary AND Weekly Incentive Bonus offered \$50-\$150

### **GENEREAL DESCRIPTION OF RESPONSIBILITIES**

The role of the Adult Community Case Manager is to provide support to adults with intellectual disabilities and/ or autism, and to provide support and guidance to families by coordinating, advocating, monitoring, evaluating, referring and assessing services provided and needed. Responsibilities of the ACCM include participation and facilitation in the PCP process, monitoring quality of services, arranging team meetings, maintenance of client records and progress notes with regulatory compliance, accurate completion and submission of all required paperwork in a timely manner, attend all meetings, clinicals, and trainings as scheduled. Driving will be required in this position.

Hours will vary based on client and program needs. Hours will vary based on the needs of the program. Monday - Friday ONLY!!!

Billable Expectation 27.5 hour per week with Incentive Weekly Bonus up to \$150.00 Available!

### **EXPERIENCE**

Experience and knowledge in the field of Human Services, knowledge of person centered planning, understanding of HIPPA, Maine Care and DHHS guidelines of services.

### **EDUCATION**

High School Diploma or GED Required. 20 hours of continuing education per year

Bachelor's Degree from an accredited four (4) year institution of higher learning with a specialization in psychology, mental health and human services, behavioral health, behavioral sciences, social work, human development, special education, counseling, rehabilitation, sociology, nursing or closely related field, OR Master's Degree in social work, education, psychology, counseling, nursing or closely related field from an accredited graduate school, OR Bachelor's Degree from an accredited four (4) year institution of higher learning in an unrelated field and at least one (1) year of full-time equivalent relevant human services experience required.

## **VEHICLE REQUIREMENTS**

A Valid Maine Driver's License is required as is a reliable vehicle with a valid registration, state inspection sticker and auto insurance.

### **Benefits Offered:**

\*Health Insurance Offered

\*Dental Insurance Offered

\*Vision Insurance Offered

\*Paid Birthday Bonus

\*Paid Vacation Time

\*Paid Sick Time

\*Paid Holidays

\*Paid Training

\*Paid Life Insurance