



## Job Description

**POSITION:** Adult Community Case Manager  
**DEPARTMENT:** Community Case Management  
**SUPERVISOR:** Director of Community Case Management  
**JOB TITLES SUPERVISED:** None  
**PAY RANGE:** State Minimum Salary - TBD

### GENEERAL 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.

### 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.

### PHYSICAL DEMANDS (In a Usual Day)

<b>Sit</b>	Total hours/Day 6	Hours at one time 2
<b>Stand</b>	Total Hours/Day 1	Hours at one Time 1
<b>Walk</b>	Total hours/Day 1	Hours at one time .25



Approximate percentage of time tasks are performed in carrying out the essential functions of this position.

- 5% of time bending or stooping
- 5% of time squatting
- 5% of time reaching above shoulders level
- 15% of time hands/fingers used for repetitive motions
- 30% of time hands/fingers used for fine manipulation
- 15% of time hands/fingers used for simple grasping
- 5% of time hands/fingers used for pushing/pulling
- 5% of time hands/fingers used for firm grasping
- 5% of time head/neck used in rotational movements
- 20% of time head /neck used in static movement

Pounds Employee may be required to carry      20lbs  
 Usual Distance Carried                                      50 ft.  
 Pounds employee may be required to lift              20lbs.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments)

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of my employment nor alter my status as an at will employee. I have the right to terminate my employment at any time for any reason, and the company has a similar right.*

Submitted By: \_\_\_\_\_

Supervisor Name/ Title	Date
_____	
Employee Name	Date
_____	
Employee Signature	Date