Options for Long Term Care is currently in the process of hiring to fill several positions for a Long Term Care Case Manager. The position requires a bachelors degree in a human service or related field. If anyone is interested they can apply on the Larimer County website:  [http://larimer.org/](http://larimer.org/)

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**Case Manager I**

Min Hourly  
$ 16.48  
Max Hourly  
$ 23.07  
Min Monthly  
$ 2,856.39  
Max Monthly  
$ 3,998.96  
Min Yearly  
$ 34,277.00  
Max Yearly  
$ 47,987.00

**More information about this position**

**Overview**

Provides professional and technical case management and direct service and assistance to clients in a human services program.

**Responsibilities**

*The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.*

- Receives general supervision from a professional level supervisor, department, or program manager.
- Exercises no supervision.
- Provide case management services to assist clients in receiving financial assistance, care or treatment, counseling, or related services through a human services program.
- Conduct assessments to identify individual client needs and/or risks.
- Determine program eligibility and administer services within local, state, or federal guidelines.
• Provide crisis intervention and counseling to assist clients in resolving financial, medical, or other barriers to obtaining services.
• Develop action or treatment plans, make referrals, and coordinate services to meet individual client needs; make recommendations for short and long-term treatment, care, or assistance.
• Document action/treatment plans, client progress, and services provided.
• Act as an advocate for the client; coordinate with collateral agencies, families, or service providers; provide follow-up case management to assist clients in resolving problems in receiving quality care and/or services.
• Respond to requests for information and act as technical and referral source for clients and public regarding particular program assignments.
• Provide administrative support for assigned program; maintain records; compile program statistics; and coordinate the processing of appropriate paperwork.
• Attend seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in field; review professional journals, attend association and professional meetings; and otherwise maintain contacts with professionals to facilitate exchange of information.
• Act as case manager in accordance with the State Division of Mental Health's rules and regulations as assigned.
• Perform other duties as appropriate or necessary for performance of the job.

Knowledge, Skills, & Abilities:

• Communicate clearly and concisely, both verbally and in writing.
• Read and comprehend department and County rules, regulations, policies, and standard operating procedures.
• Maintain sensitive and confidential information.
• Evaluate and implement program policies and procedures.
• Principles, practices, and objectives as related to human behavior and case management in a human services program.
• Scope and application of laws and regulations pertaining to the assigned and related human services programs.
• Practices and techniques of counseling and interviewing.
• Available community resources including medical, social, educational, and financial.
• Record keeping and reporting procedures.
• Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

Qualifications:

• Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Sociology, Psychology, Human Services, Social Work, Public Administration, or a related field.
• One year of experience in a directly related field or in the performance of similar duties and responsibilities.
• Possession of, or ability to obtain, a valid Colorado Driver's License.
- Complete training and/or certification as mandated by the assigned program.

**Application FAQs**

Software Powered by iCIMS

[www.icims.com](http://www.icims.com)

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Angela Korthaus
Manager
Options for Long Term Care