



Council on Aging of Southwestern Ohio | *Answers on Aging*

## **Ohio Home Care Waiver (OHCW) Case Manager Cincinnati and Dayton Areas**

Council on Aging of Southwestern Ohio (COA) is a nonprofit organization dedicated to enhancing quality of life for older adults, people with disabilities, their families and caregivers. We promote choice, independence, dignity and well-being through a range of services that help people remain in their homes for as long as possible.

COA is a state-designated Area Agency on Aging, serving a 21-county region. One call to COA links people to the wide variety of agencies, information and programs that serve older adults and people with disabilities.

COA has more than 300 employees, more than 100 contracted providers, and an annual budget of over \$77 million.

*Our mission: Enhance lives by assisting people to remain independent through a range of quality services.*

COA offers:

- Competitive benefits package
- Flexible hours
- Opportunities for professional development
- Opportunities to advocate and participate in community events for the elderly and disabled population.
- Casual work environment except when visiting clients or vendors
- Health, dental and vision care
- Health and fitness opportunities at the Springdale Community Center through our Business Membership Discount
- Health savings account
- Nine paid holidays each calendar year
- Paid time off
- Pension plan
- Pet Insurance
- Tax sheltered annuities

### **Position Description:**

To provide intake, assessment and care management services to OHCW individuals, which includes ongoing assessment for program eligibility, monitoring all aspects of care and individual services, ensuring needs of individuals and caregivers are met.

### **Essential Job Functions:**

- Work cooperatively and constructively with internal COA staff, and with formal and informal systems to ensure an appropriate care plan that meets the needs of the individual.

- Manage a caseload and complete home visits and phone contacts both as required and as needed to assess program eligibility, ongoing service eligibility as well as ongoing care plan for identified/continued needs.
- Develop and update as appropriate a comprehensive plan of care with individuals and caregivers, addressing the individual's needs. Utilize all available supports (formal and informal) before authorizing COA administered services.
- Provide the individual with information on community services and agency services which will address their needs and make the appropriate referrals on behalf of the individual.
- Educate individual on all areas related to program participation including rights and responsibilities and appeal rights.
- Engage in problem solving around OHCW service delivery issues with providers and provider contractor on behalf of individual/caregiver.
- Educate the individual/caregiver within the scope of knowledge by providing health education or information about community resources.
- On-Call status is required.

**Qualification Requirements:**

- Must be a Registered Nurse (RN) or Licensed Social Worker (LSW) in the State of Ohio.
- License must be valid and unrestricted.
- Must have one year paid clinical experience in Home and Community Based Service (HCBS).
- At least three years of clinical diagnostic assessment experience.
- A good working knowledge and understanding of issues related to the disabled, mentally ill and pediatric population.
- Knowledge of the individual, family, social systems and the individual's functioning.
- Willing to try new approaches.
- Tolerant and empathetic.
- Good customer service skills and interviewing capabilities.
- Good interpersonal communication skills with the ability to build relationships.
- Ability to adapt to frequent change and learn on the fly.
- Ability to collaborate and problem solve in a self-directed team environment.
- Good oral and written communication skills.
- Good organizational and teamwork skills.
- A valid driver's license and reliable transportation.
- Proficient computer skills including the Windows operating systems, MS Word, MS Excel, data entry and the ability to learn new software applications as needed.
- Ability to travel within the state of Ohio for training.
- Respect the cultural, spiritual, racial, ethnic beliefs of others.

**Pay:** Minimum \$26.66 per hour (pay based upon experience and education)

Please apply through our website  
[www.help4seniors.org](http://www.help4seniors.org)