

## Determination of Eligibility Case Manager

**DEPARTMENT:** Senior & Family Services

**REPORTS TO:** Clinical Supervisor

**FLSA STATUS:** Exempt

**LOCATION:** Niles, IL

**PT/FT:** Full-time

**SUMMARY:** The **Determination of Eligibility Case Manager** completes the Determination of Eligibility (DOE) for clients residing in our service areas who are in a Managed Care Organization (MCO).

### **DUTIES AND RESPONSIBILITIES:**

- Meets face to face with clients in their homes
- Completes the Determination of Eligibility (DOE) assessment
- Transmits all required documents to the Managed Care Organization (MCO) in a timely manner
- Completes Managed Care Organization (MCO) billing
- Meets with program supervisor for regularly scheduled supervision
- Maintains Comprehensive Care Coordination (CCC) certification
- Attends scheduled staff meetings
- Completes a minimum of 18 hours of continuing education each year
- Performs other related duties as assigned by management

### **SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

### **QUALIFICATIONS:**

- Bachelor's Degree (BA, BS, BSW) from four-year college or university in social work, or a related social services field
- At least one year of experience in social services provision setting
- Computer skills required: Microsoft Office Suite
- Other skills required:
  - Sensitivity to cultural diversity
  - Current driver's license and access to a car

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**To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).**