Choices for Care, Case Manager

Summary:

The Choices for Care Case Manager will conduct nursing facility prescreening to assess the need for long term care placement of individuals prior to a nursing facility admission. Provide information to individuals and their families about available services in the community, appropriate options to placement in a nursing facility and their rights to refuse any and all of these services.

Position is scheduled Saturday – Wednesday (including weekend coverage) and based out of Skokie Hospital, located at 9600 Gross Point Road in Skokie, Illinois.

Essential Functions:

- Meet face to face with clients and family members in hospitals or homes prior to placement in a nursing facility in order to conduct prescreening assessments and provide early counseling about service options and individual rights. Under certain circumstances, a post-screen is conducted and counseling provided after admission to a nursing facility. Work schedule could include weekend on-call coverage. Staff is required to drive in all weather conditions and the home environments can range from very clean to very dirty.
- Review client information and hospital records to gather current and past health information. Meet with clients to complete the Illinois Department on Aging Choices for Care Assessment (DON-Determination of Needs). When appropriate, refer the client and prescreen to agencies (PAS- Pre-admission Screen) specializing in mentally ill or developmentally delayed individuals.
- Enter screening results in Choices 90-Day Look-up System, notify discharging hospital and nursing facility of screening results and complete all other required documentation and notifications.
- If client rejects nursing facility placement and elects alternative services, complete NAPIS form, coordinate referrals to local CCUs for CARP (Community Aging Referral Program) and other services in collaboration with hospital discharge planners. When client is discharged to home alone in situation of imminent risk of nursing home placement within 72 hours and financially eligible, a CCP Interim assessment is to be completed and CCP service to be set up in CCU area. Complete all required electronic and paper documentation. Refer client to CCUs for follow-up CCP Initial Assessment and case management.
- If client is discharged to home from hospital and is homebound with difficulty preparing nutritional balanced meals, conduct Emergency Meals assessment, fax assessment to provider to activate Emergency Meals services and fax assessment to local CCU to set up case management.
- Communicate with supervisor on a consistent basis concerning cases, clients and own work progress to ensure proper coverage and operation of the Choices for Care Program. With limited face to face meetings during the week, this will often require timely and thorough email or voicemail communication.
- Complete all case and departmental reports and documents as required.
- Perform other duties as assigned.
- Attend all staff meetings.
Requirements:

- Bachelor’s degree in social work or related field required
- Current IDOA CCC/CCP certification
- 18 hours of continuing education per year
- 9 months of experience working or volunteering with older adults
- Intermediate skills using computers including the Microsoft Office suite of programs
- High-level of autonomy, dependability, and professional integrity is required to meet need to work independently with remote supervision
- Current driver’s license and access to a car required
- Annual TB test required
- No record of prohibited criminal convictions documented through an internal background check
- Sensitivity to cultural diversity

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.