

## **CLASS Case Manager:**

### **Who we are:**

- We're The Arc of the Capital Area, a local chapter of The Arc of Texas and The Arc of the United States
- We're a registered, 501(c)3 nonprofit organization, serving 17 counties.
- We provide case management, art education, pet therapy and family and juvenile transition services to individuals with intellectual and/or developmental disabilities
- We're a diverse, passionate group of 34 staff with a vision that The Arc of the Capital Area is the community's trusted and comprehensive resource for people with intellectual and developmental disabilities. We connect individuals and families to education, work, recreation, and lifelong services so they achieve lives of joy and dignity

### **Who you are:**

- You embody and embrace our core values, Respect, Joy and Integrity
- You're a strong believer that all people should have the opportunity to live to their full potential and be contributing and active members in their communities, enjoying the greatest possible degree of independence and acceptance in all aspects of their lives
- You have strong decision making, problem solving and critical thinking skills
- You work well independently
- You have good communication skills, organizational skills and attention to detail

### **What we need you to do for us:**

- We need you to fill the role of CLASS Case Manager
- This is a FULL TIME, NONEXEMPT position.
- You'll wow us by skillfully performing the following key duties and responsibilities;
  - Work directly with the client and families to monitor and coordinate program services and advocate for the client's needs in the community, school systems, and with providers involved with client services
  - Work in a fast paced "in office" and "out in the field" manner
  - Be able to handle a role with strict deadlines and set standards as outlined by HHSC (Health and Human Services Commission)

### **To be successful in this role you will need to:**

- Have a Bachelor's degree in a health and human services field with minimum of 2 years relevant experience working with or serving individuals with intellectual or developmental disabilities OR a high school diploma (or equivalency certificate) and four years' work experience specifically with individuals with intellectual or developmental disabilities.
- Have the ability to manage a caseload of approximately 36 individuals, including the necessary paperwork that accompanies doing so. The CLASS Case Manager works with children and adults that have an intellectual and/or developmental disability that qualifies them for the Community Living Assistance and Support Services (CLASS) program funded through HHSC.

- Have reliable transportation as case managers routinely travel within assigned service area of 17 contracted counties in central Texas.

**Additional experience that would be helpful, but not required:**

- Knowledge of Medicaid Waiver Programs
- Previous Case Management experience

**How we will make it beneficial for you:**

- We will pay you starting at \$16.00 per hour
- We provide a comprehensive benefits plan which includes medical, dental, vision and life insurance and a 403(b) plan
- We'll pay you for our 16 agency holidays
- We understand that you have commitments outside of the workplace, and we'll do our very best to offer you some flexibility in your work schedule
- We'll provide you with an inspiring work environment, that has a great group of people to work with and a place where you'll get to make a difference in people's lives every day

**COVID 19 Considerations-**

**The Arc of the Capital Area values the health and safety of our clients and staff. All staff are currently working from home. This position does require some in office time for filing and billing. All staff in the building are required to practice good hygiene, social distancing, and mask wearing. Case managers currently meet with clients via Zoom, but may be required to drop paperwork off at a client's home if the client lacks access to technology.**