

## CLASS Case Manager

The Arc of the Capital Area is currently seeking a CLASS Case Manager who wish to work with I/DD individuals in the non profit field working serving them through Case Management. This position is a great place to use critical thinking and creative problem-solving skills, serve your community, and learn more about Medicaid waiver programs. This is a full time position with benefits.

### 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

**Please apply at [www.arcaustin.org/our-missionvision/careers](http://www.arcaustin.org/our-missionvision/careers)**



## CLASS Case Manager

### 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)

### Skills and Experience

- 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.
- Knowledge of Medicaid Waiver Programs
- Previous Case Management experience

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## CLASS Case Manager

### Employee Benefits

- 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
- Job Type: Full-time

Staff are currently working from home. The position does require some in office time for filing and billing. Client meetings are currently held on Zoom, but employee may be required to drop paperwork at a client's home if they lack access to technology.

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