



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Residential and Case Management Supervisor	
POSTING DATE	DEADLINE DATE
January 7, 2020	Until Filled
POSITION LOCATION	
LMCS Kaleidoscope I/DD Program Case Management and Residential Services	
GENERAL NATURE OF JOB DUTIES	
Under general supervision person selected will oversee Case Management for I/DD Services, responsibilities will include, but are not limited to, review monthly Case Management Site visit audits and address any problematic issues related to those audit findings, Attend annual ISP meetings for individuals receiving Medicaid Waiver funding. Insure timely submission of annual reviews to prevent any lapse in Medicaid coverage/funding issues. Works as a liaison with Support Coordinators and other external individuals to ensure that persons are being fully served within the I/DD program.	
In addition to Case Management duties this position also will serve as the LMCS Residential Coordinator. Duties for this portion of the position include, but are not limited to the following: Recruits and Assists with the Host Home Provider Application process, ensuring that documentation and other qualifications are completed within a timely manner. Ensures, in coordination with the LMCS Training Coordinator, that all Host Home Providers and Backup staff are adequately trained either through subject matter experts such as the Director of Nursing, LMCS Training Coordinator, or other subject matter experts as necessary to remain in compliance. Submits monthly CRA vouchers to verify payments to Host Home Providers per individual contract.	
MINIMUM QUALIFICATIONS	
Bachelor’s Degree in Social Services or a related field of study, currently a Developmental Disability Professional (DDP) or DDP eligible, Detail oriented and the ability to multitask to meet both internal and external deadlines, Proficiency in basic computer use for documentation/business purposes and familiarity with an electronic client record such as Care Logic, three years of good driving history and 21 years of age or older.	
Preferred Qualifications: Currently a DDP.	
HOW TO APPLY	
Applicants should submit a Lookout Mountain Community Services Application to the following: Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 <i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i> THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING AN EQUAL OPPORTUNITY EMPLOYER	Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department. <i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS. APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION. <i>In-House applicants will be considered prior to applicants being considered outside the agency.</i>