



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Case Manager	
POSTING DATE	DEADLINE DATE
	Until Filled
POSITION LOCATION	
Kaleidoscope Chickamauga, GA	
GENERAL NATURE OF JOB DUTIES	
<p>Provides Case management services to individuals with developmental disabilities that include <i>but are not limited to</i> the following duties: Completes annual Individual Support Plan (ISP) and all other required documents. Completes monthly face to face and residential checklist, scans and uploads documents to electronic client record-Carelogic. Works in coordination with Residential Host homes to handle any issues and/or emergencies that arise with the individuals on their case load. Primary shift Mon thru Friday with flexibility of schedule required.</p>	
MINIMUM QUALIFICATIONS	
<p>High school diploma or GED and one year of experience in a social services related position Or Bachelor's degree in a social services related field Or One year at the lower level or position equivalent.</p>	
<p>Preferred Qualifications- Experience working with Individuals with Developmental Disabilities.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;">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 FAX: 706-638-5445</p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>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.</p> <p><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.</p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**