



TOTAL CARE SERVICES, INC.  
Helping Others Meet Life's Challenges

# POSITION ANNOUNCEMENT

## Position Title:

Case Manager – Elderly and Physically Disabled (EPD) Waiver Program

## Work Schedule:

8:30 am – 5:00 pm (flexible as needed)

## Location:

Total Care Services, Inc.  
6495 New Hampshire Ave., Suite A 305, Hyattsville, Maryland 20783

## Job Description:

The Elderly and Physically Disabled Waiver Program Case Manager ensures that Medicaid beneficiaries in need of long-term care services and supports (LTCSS) have opportunities to engage in community, life, control personal resources, seek employment and work in competitive and integrated settings while receiving services in the community to the same degree as people who do not receive Medicaid funded services.

## Duties and Responsibilities:

- The case manager is responsible for conducting a comprehensive intake assessment of the person referred for services.
- The case manager is responsible for assessment, planning, linkage, monitoring, and advocacy relative to the unique needs of the person. This includes housing, education, identifying and developing skills, accessing and maintaining all public benefits.
- The case manager supports the person in developing a written comprehensive person-centered individual service plan that reflects the person's strengths, interests, preferences, community and family supports, personal goals, financial resources and assessed needs.
- Based on this plan, the case manager develops an Individual Services Plan (ISP) and assists the person in accessing the services identified in the ISP in the most integrated community setting appropriate to his/her needs and desires.
- The case manager provides ongoing monitoring of the person's use of the services and supports detailed in the ISP.
- The case manager advocates on the person's behalf with the service network.
- The case manager ensures that the person stays connected to all public benefits which he/she is eligible.
- Provide case management services to no more than 45 individuals, based on the acuity of the persons receiving services and the level of support needed.
- Required to be available 24 hours to respond to inquiries and crisis situations;
- Perform all duties described, and other as required, using the mission of the organization.

## Qualifications:

- Must self-attest to meeting the District of Columbia's conflict-free standards using the Department of Health Care Finance Conflict-Free Case Management Self-Attestation Form.
- Must have a Master's degree and one year of experience with the population and a current District of Columbia license in the following professions - Social Work, Psychology, Counseling, Rehabilitation, Nursing, Gerontology, or Sociology. Or must have a Bachelor's degree and a current District of Columbia license in the preceding professions and two (2) years of experience with the population or be a Registered Nurse, with at least an Associate Degree and three (3) years of experience and a current District of Columbia license.
- Must be a licensed driver and have own transportation with valid insurance.
- Must be able to apply professional level of knowledge of federal and state assistance programs for MH/MR/DD populations. Must be knowledgeable in case management principles, procedures, and practices.
- Must complete Core training and other required trainings by DC Department of Health Care Finance; demonstrate ongoing commitment to developing and enhancing professional skills through participation in agency staff meeting and outside training opportunities.
- Must have a knowledge of the District of Columbia's Home and Community Based Medicaid Waiver for Elderly and Persons with Physical Disabilities.
- Must be a U.S. citizen or alien who is lawfully authorized to work in the U.S.
- Must be free of active TB as confirmed by an annual PPD skin test and or Chest X-ray.
- Must be able to work a flex schedule, be on-call; weekends, evenings, and respond to crisis situations.
- Have effective written, oral communication and time management skills.
- Proficient with Microsoft Office and Excel; ability to learn new technology.

## How to Apply:

To apply for this position online go to [http://totalcare1.org/career\\_opportunities](http://totalcare1.org/career_opportunities)  
Please mail resumes to the Human Resources Department

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