



Your  
Options  
Unlimited

## Case Manager Job Description

### Duty Statement:

- Implementation of IPP, schedule and vocational training schedules.
- Implement emergency procedures in the event of a fire, earthquake or other natural disaster.
- Participate in the development of the individual program plan.
- Provide training as outlined in the individual program plan.
- Maintain a clean, safe and healthy environment.
- Communicate on a regular basis with regional center, day programs and other services providers and agencies, as needed.
- Report special incidents to supervisor and suspected individual abuse according to applicable laws and regulations.
- Attend staff meetings and participate in continuing education.
- Directly deliver individual learning experiences to assist each individual served in obtaining his/her IPP objectives for which this program is responsible.
- Participate in individual assessment, planning, and evaluation processes.
- Reports directly to program supervisor
- Follow physicians' orders, including administration of medication and other treatment.
- Maintain daily notes and other daily data collection as outlined in this program design and prescribed by the treatment team.

### Qualifications

- Case Manager must have a minimum of 12 months experience in a day program or individual setting working with persons that have a developmental disability.
- Familiarity with positive behavior support as required.
- Case Manager should possess skills and expertise to effectively manage challenging behaviors.
- Case Manager must possess a HS diploma or GED. AA Degree or college credits in related field preferred.
- Case Manager shall possess a current valid certificate of completion for First- Aid and CPR training prior to the provision of services to individuals.
- Instructor will have a complete physical and TB clearance prior to working with individuals.
- Instructor shall pass a criminal record clearance prior to the provision of services to individuals.
- California Diver License, Current insurance & vehicle registration



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- Drug Screening
- Age 21 years or older
- Instructor shall complete a minimum 12-16 hours of initial training and 24 hours of training per year thereafter

Is this the position for YOU? Please submit a Cover Letter and Resume to [info@y-o-u.net](mailto:info@y-o-u.net) with subject line reading as Case Manager Position.