

Lake Cumberland Area Development District, Inc.

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MEMORANDUM:

TO: All Interested Parties

FROM: Ronda Abrell *RA*

DATE: February 20, 2023

RE: Available Position – Independent Care Coordinator (ICC)/Case Manager

Notice is hereby given that the position of an Independent Care Coordinator (ICC)/Case Manager is available. Anyone interested in applying must present a written statement of interest to Jeric DeVore, indicating your interest in this position. A job description listing relevant qualifications is attached hereto.

Written statements of interest will be accepted until 4:00 p.m. CT. on Monday, February 27, 2023.



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Web-Site Address - <https://lcadd.org>
Equal Opportunity Provider



LAKE CUMBERLAND ADD
POSITION DESCRIPTION

Class Title: Independent Care Coordinator (ICC)/Case Manager

Department: Aging & Independent Living

Supervisor: ICC/Case Manager Coordinator

Supervises: None

Class Characteristics: Under general direction, provides case management and assessment for probable referral and/or provides service to determine eligibility of elderly for homecare services; performs other duties as required.

General Duties and Responsibilities:

Essential:

1. Performs in-home eligibility assessments and reassessments to determine eligibility and identify needs so that elderly clients can remain independently in their home.
2. Development of plan of care using client's input of needs and implementations of services and resources.
3. Identifies eligible benefits; assists clients with benefits application and recertification.
4. Researches availability of community resources, formal and informal support.
5. Provides information to families for resources and support groups.
6. Resolves problems that may arise with services for clients and providers.
7. Makes in-home visits and/or telephone calls to clients to monitor needs.
8. Manages telephone messages and handles calls appropriately.
9. Documents all information received.
10. Receive and contact referrals for waiting list monthly; call referrals to assure need and notify placement on waiting list.
11. Maintain active caseload not to exceed limits set by state regulations.
12. Prepares and maintains current files on all clients; continually updates information in charts and files for monitoring purposes.
13. Maintains monthly contact with all clients on all programs via telephone calls, visits, and/or assessments.
14. Maintains knowledge of requirements for programs for the elderly.
15. Attends conferences, training programs, etc.
16. May be required to administer Title III Health Promotions.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: A case manager and an ICC shall:

1. Possess a Bachelor's degree in a health or human services field from an accredited college or university, with *one (1)* year experience in health or human services or the educational equivalent in the field of aging or disabilities; or
2. Be a currently licensed Registered Nurse as defined in KRS 314.011(5) who has at least two (2) years' experience as a professional nurse in the field of aging or physical disabilities; or be a currently licensed LPN as defined in KRS 314.011(9) who has at least three(3) years of experience in the field of aging and physical disabilities and is supervised by an RN who consults and collaborates on changes to the plan of care; or
3. Be a department certified case manager beginning July 1, 2015 and be supervised by a case management supervisor; or
4. Have a master's degree from an accredited college or university which may be substituted for the required experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal and state programs for the elderly.
2. Thorough knowledge of administrative requirements for programs for the elderly.
3. Thorough knowledge of the social and economic conditions of ADD region.
4. Thorough knowledge of both formal and informal resources available for the elderly.

Skills:

1. Skills to assess and incorporate available resources.
2. Skills in oral and written communication.
3. Skill in the preparation of detailed reports and plans.
4. Skill in strong interpersonal skills relating to the elderly and to subcontractors.

Abilities:

1. Ability to establish and maintain working relationship with public, coworkers and state and local officials and administrative personnel and subcontractors.
2. Ability to make decisions.
3. Ability to provide continuous care for participating clients.
4. Ability to develop a strong working relationship with clients.
4. Ability to prepare and maintain accurate records.
5. Ability to maintain composure under stressful situations.
6. Ability to work independently.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of the work are covered specifically, but also must use own judgment.

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Supervisor spot checks work as being completed, work is reviewed upon completions.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Decisions and Judgments: Determining needs for individuals and devising a plan of care to meet those individual needs.

Tools, Equipment and Vehicles Used: Basic office equipment; must drive vehicle as a job requirement.

Physical Demands: Work is typically performed indoors at a desk or table; Intermittently sitting, standing or stooping; must lift light object (less than 25 pounds); must lift heavy objects in excess of 25 pounds; work is occasionally performed outdoors; must operate a vehicle or other equipment as a requirement of the job.

Contacts: Regular contacts with employees or supervisors from other departments, frequent public and internal contacts requiring tact and diplomacy are job requirements.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Few

Special Licensing Requirements: Must possess and maintain valid driver's license.

Availability: N/A.

Certification Requirements: See Training and Experience Requirements. Must attend regularly scheduled training to maintain certification. Registered Nurses and Licensed Practical Nurses must maintain license as a condition of continued employment in the class. Valid CPR certification.

Additional Requirements: None.

Overtime Provision. To be determined by current state and federal regulations.

AGENCY EXPECTATION STATEMENT

In the performance of their respective tasks and duties all employees are expected to:

1. To be knowledgeable and follow all policies and procedures set by LCADD. Support the overall work and functions of LCADD.
2. Interact professionally with other employees, customers/clients, outside agencies and the community. Show dedication to meeting the expectations and requirements of internal and external customers.
3. Show commitment to the LCADD region and accountability and ownership of work.
4. Work effectively as a team contributor on all assignments.
5. Work independently while understanding the necessity for communicating and coordinating work efforts with supervisor, fellow employees and organizations.
6. Perform quality work within deadlines with or without direct supervision.

*The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.