



**Job Title:** MWS Case Manager  
**Reports To:** Case Manager II  
**FLSA Status:** Full Time, Exempt  
**Department:** Medicaid Waiver  
**Location:** M4A - Hybrid

### **Position Summary:**

The Medicaid Waiver Services Case Manager must adhere to ethical behavior and Hipaa compliance, establish and maintain positive working relationships, communicate effectively, foster teamwork, and possess time management and organizational skills.

### **Essential Duties and Responsibilities:**

- Manage a case load of up to 40 clients and oversee the service delivery of the program by fostering positive working relationships with clients, caregivers, doctors, and direct service providers (DSPs).
- Expected to complete 90% of client home visits by the 15<sup>th</sup> of each month.
- Conduct monthly face visits in clients' homes and hospital if client is admitted.
- Oversee and document the service delivery of the MWS Elderly and Disabled Waiver in real-time through software.
- Arrange for services through contractors and serve as a liaison with other social service agencies.
- Must meet the policies and procedures of Alabama Medicaid.
- Monitor a case management plan, complete assessments, and draft Smart Goals.
- Evaluates re-determination of waiver for clients in the caseload and respond to Focus Notes.

### **Knowledge, Skills, and Abilities** (*\*can be acquired on the job*)

- Ability to establish and maintain effective working relationships with co-workers and clients.
- Knowledge of social work principles and interviewing techniques.
- Working knowledge of Microsoft Office and general office procedures.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Knowledge of English grammar, spelling, and punctuation.

### **Education / Experience:**

1. Bachelor's Degree in social work, psychology or related field is required.
2. Preferred experience in social work, especially the geriatric population.
3. 1-year home visit experience and/or LBSW – can be obtained through work experience.

### **Essential Functions / Physical Requirements:**

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to "drive" to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 10 pounds.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. Staff of M4A are "at-will" employees. I have read and understand the responsibilities and requirements of this position.

### **How to Apply:**

Email cover letter, resume, salary requirements and three references to:

Lisa Adams - [ladams@m4a.org](mailto:ladams@m4a.org)

Deadline to apply – Open Until Filled.