

Case Manager Job Description

Job Title – Case Manager	Reports to: Director of Patient Administration	
Job Code-	Overtime Status: <input checked="" type="checkbox"/> Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible)	
Department – Patient Administration	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for delivering a patient service model including assessment, planning, linkage, advocacy, and monitoring. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have a working knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> • None 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Completes a psychosocial assessment with patient, family member, or both within the first twenty-four hours of the admission process • Documents on the day of admission, or within the first twenty-four hours, a written discharge plan that addresses use of the full continuum of care • Provides treatment updates to providers outside of the hospital and family members for each assigned case • Manages each assigned client’s treatment plan throughout the patient’s stay • Coordinates with attending psychiatrist on treatment and discharge • Provides placement and related triage services for each assigned case as needed • Documents in a clear, timely and systematic fashion all actions taken with respect to each assigned case. 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Attends staff meetings 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Master’s degree in Social Work, Counseling and Psychology or related field • Current licensure in the state • CPI and CPR certified • Certified professional in Health Care Risk Management (CPHRM) 		
<p>Experience</p> <ul style="list-style-type: none"> • Required - 2-3 years experience in health care environment as a case manager • Preferred 4-5 years experience in health care environment as a case manager 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office, Microsoft Project • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Case Manager Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive		X			
Sit		X			
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend	X			
	Squat	X			
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
	Turn	X			
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No		Yes <u>XX</u>		
Mental Demands		YES		YES	
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment		YES		YES	
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature