

Case Manager

Lead Services. Develop Staff. Empower Lives.

Are you an experienced human services professional who thrives in leadership, coordination, and person-centered planning?

Do you bring case management experience, supervisory strength, and a passion for supporting individuals with developmental disabilities?

KSI is seeking a skilled and motivated **Case Manager** to join our team. This role is ideal for professionals who understand the field, value structure and documentation, and are ready to lead both participants and staff toward meaningful outcomes.

Position Overview

Full-Time | Monday – Friday | 8:00 a.m. – 4:00 p.m.

Starting Salary: \$45,000 annually

KSI offers:

- Health & Dental Insurance
- 401(k) with Matching
- Company-Paid Accidental Life & Disability Insurance
- Accrued Vacation & Holiday Pay

The Case Manager reports to the **Program Director** and plays a central leadership role within the program.

The Professional We're Looking For

This is a role for someone with **hands-on case management or social work experience** who understands:

- Individualized Support Planning
- Documentation standards and compliance
- Supervising and mentoring Direct Support Professionals
- Supporting individuals with developmental disabilities
- Designing positive behavior support strategies

You will plan, implement, document, and report on each participant's **Individual Support Agreement (ISA)** while ensuring daily services align with agency standards and participant goals.

Core Responsibilities

- Develop and oversee Individual Support Agreements (ISA)
- Monitor and ensure accurate daily documentation by DSP staff
- Train, supervise, and evaluate Direct Support Professionals
- Provide situational counseling and behavioral support
- Coordinate community trips and volunteer opportunities

- Participate in daily activity scheduling and program implementation
- Maintain compliance with documentation and reporting requirements
- Occasionally work outside standard operating hours as needed

This position requires strong organization, leadership presence, and the ability to balance administrative oversight with direct participant engagement.

Qualifications & Experience

We are seeking candidates with:

- **Degree in Human Services (preferred)**
- Minimum **High School Diploma or equivalent (required)**
- **Two years of case management or social work experience (preferred)**
- **Supervisory experience (required)**
- Experience working with individuals with developmental disabilities (preferred)
- Knowledge of support coordination or case management systems
- Strong written and verbal communication skills
- Ability to work collaboratively within a team environment
- Skills in positive behavior support design

Technical Skills:

- Proficient in Microsoft Office (Word, Excel, Outlook)
- Comfortable with database software and documentation systems

Additional Requirements:

- Valid Driver's License (no more than two moving violations)
- Ability to pass Criminal Background, Adult & Child Abuse Registry, and Sex Offender checks

Physical Requirements

- Ability to stand, sit, and/or walk up to 2.5 hours before breaks
- Frequent reaching, bending, and stooping
- Occasional pushing and pulling
- Ability to perform CPR/AED, First Aid, and Mandt techniques after certification

Why Experienced Professionals Choose KSI

At KSI, your expertise matters. You are not simply managing paperwork — you are:

- Leading program quality
- Shaping participant outcomes
- Developing frontline staff
- Strengthening community inclusion

If you are a motivated human services professional looking to grow your leadership impact in a mission-driven organization, this is your opportunity.

KSI, Inc. provides equal employment opportunities to all employees and applicants for employment. F/M/Veterans/Disabled/Sexual Orientation/Gender Identity