



CASE MANAGER



301 N. Rehoboth Blvd.
Milford, DE 19963
(302) 422-4014
www.ksiinc.org

GENERAL DESCRIPTION:

This position is a full-time position, Monday – Friday 8:00 am to 4:00 pm, with a starting annual salary of \$45,000.00. KSI's Case Manager reports to the Program Director. KSI offers Health/Dental Insurance, 401K with matching, company paid Accidental Life & Disability, accrued vacation and Holiday pay.

The Case Manager plans, implements and documents services and supports for each assigned program participant. Provides training and supervision to the agency Direct Support Professionals.

POSITION DUTIES:

Duties include planning, documenting, implementing and reporting on each assigned participant's Individual Support Agreement (ISA) and associated activities. The Case Manager participates in scheduling of daily activities and provides training and situational counseling for participants as needed; organize and implement community trips and schedule volunteer opportunities for participants' caseload. Case Manager's will train, supervise and evaluate assigned Direct Support Professionals on daily services and program curriculum. Case Managers are responsible for ensuring daily documentation is completed by DSPs on assigned participants group. The Case Manager may be required to work during hours not within the normal KSI hours of operation.

QUALIFICATIONS:

Degree in Human Services is preferred. Minimum of High School diploma or equivalent is required. Two years of case management or social work experience preferred. Supervisory experience is required. Must have excellent oral and written communication skills. Ability to work as a Team. Skills in designing positive behavior support strategies. Ability to provide situational assistance to a diverse population. Proficient in Microsoft Office (MS Word, MS Excel and Outlook). Must have knowledge and skills in basic computer use as well as experience with using database software. Experience interacting with people with developmental disabilities and/or experience with case management or support coordination is preferred. Must be able to pass a criminal background, adult and child abuse registry check and sex offender listing. Must have a valid Driver's license and have no more than two moving violations at the time of hire.

PHYSICAL REQUIREMENTS:

Physical requirements include the ability to stand, sit, and/or walk for up to 2.5 hours before breaks; must be able to do frequent reaching, bending and stooping; and must be able to do occasional pulling and pushing. Case Manager must be able to perform CPR/AED, First Aid, and Mandt techniques as needed after certification.

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

