



*Well-being as we age*

Position Title: MAC/TSOA CASE MANAGER  
Job #: 39-SS-0018  
Program: Social Services – MAC/TSOA Program  
Reports to: Social Services Supervisor  
FLSA: 40 hours/week, Non-Exempt  
Wage: \$21.00 - \$24.67/hour DOE

The MAC and TSOA programs, aka Medicaid Transformation Project Demonstration (MTPD) offers a broad array of service options to enable qualifying older adults and individuals with disabilities to remain in their homes and delay or avoid the need for more intensive care. It services individuals who are not otherwise Medicaid or CHIP eligible.

**Summary:**

The MAC/TSOA Case Manager provides case management services to clients receiving services through the Medicaid Transformation Project Demonstration (MTPD). The Case Manager will, within specified time frames, conduct semi-annual rescreens, annual assessments and home visits, update care plans, make referrals and provide ongoing support to clients utilizing multiple data base systems.

**Essential Duties and Responsibilities: (see MTPD Case Management RFI)**

- Complete the Tailored Caregiver Assessment and Referral (TCARE) Assessor Certification and other identified required trainings within the first 60 days of employment.
- Conduct annual (minimum requirement) reassessments with the client at their residence to determine continued program eligibility and service needs.
- Conduct biannual rescreens (minimum requirement) to determine continued program eligibility and service needs.
- Develop a plan of care (bi-annual updates) with each client, authorize services according to that plan, and authorize the client's choice of qualified provider.
- Monitor through quarterly (minimum requirement) telephone contacts or home visits, to see if the plan of care is being appropriately implemented and that the services provided are meeting the client's needs.
- Advocate on behalf of clients to ensure their needs are addressed in an appropriate and timely manner.
- Establish and maintain client files including accurate and timely documentation in keeping with program and agency standards.
- Organize caseload priorities in keeping with program and agency policy, including time frames, and workload expectations.

**Education and Experience Required:**

- Bachelor's degree in Human Services or a Behavioral Science and two years of paid social service experience or a Bachelor's degree and four years paid social service experience. Case management experience preferred
- Experience conducting assessments, creating care plans, identifying and planning for appropriate services
- Knowledgeable of social services or human services issues, especially dealing with older adults and unpaid caregivers

- Knowledgeable of community resources for older and disabled adults and unpaid caregivers
- Enjoy working in a team based environment
- Other duties as assigned

**Minimum Knowledge, Skills and Abilities Required:**

- Experience with PC based information systems
- Proficient with Microsoft Office including Word, Excel, PowerPoint, Publisher, Outlook365, or equivalent programs
- Ability to learn and work with multiple databases systems
- Strong organizational, time and self-management skills
- Valid WA State driver's license and current automobile insurance; willing to drive personal vehicle to home visits, trainings and meetings as required

**Ergonomic Requirements:**

The functions of this position are not necessarily physically demanding. The functions usually performed require sitting and the ability to sit in front of a computer screen for extended periods of time. Some amount of standing, bending, climbing stairs, crouching, lifting, walking, carrying and other movements may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To Be Considered You Must Submit the Following:**

- A cover letter that explains what interests and qualifies you to work with the MAC/TSOA Program and Homage Senior Services.
- A resume with relevant experience and education.

**CLOSING DATE:** Until filled

**Homage Senior Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.**

**This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**