

CASE MANAGER (HEALTH)
CHAUTAUQUA COUNTY DEPARTMENT OF HEALTH
SALARY RANGE: \$25.03 - \$32.57/ HOUR + BENEFITS

The Chautauqua County Department of Health is looking to fill one (1) Full-Time (40 hours per week), Case Manager (Health) position in our Mayville, NY office. This is para-professional social casework for the Early Intervention Program of the Chautauqua County Department of Health. The incumbent will assist in developing, promoting and monitoring a service plan for children and their families' seeking services. The work involves field visits and office work assisting families to identify and obtain available and appropriate services as well as conduct intake assessment and referral activities. Does related work as required.

Typical Work Activities:

- Manages case work activities through home visits, telephone calls and fostering and maintaining good working relationships through written and verbal means with families, medical, health, social services, and community agencies that are involved in the care of infants and toddlers to ensure that the infants and toddlers with developmental delays or disabilities receive the range of appropriate services to meet their needs;
- Ensure continuity and quality of services for infants and toddlers with developmental delays or disabilities and their families through facilitating and/or participating in the development and review of the Individual Family Service Plan (IFSP) that reflects the family's priorities, concerns and resources;
- Maintains and submits activity reports, case records, and other documentation as requested and required by county, state and federal policies, laws and regulations pertaining to the Early Intervention Program;
- Seeks, coordinates and monitors the provision of early intervention and other community services that the infant or toddler with developmental delays or disabilities needs or is receiving that benefit their development for the duration of the child's eligibility;
- Coordinates scheduling and receiving of screening and multidisciplinary evaluations for infants and toddlers suspected of having developmental delays or disabilities;
- Informs families of the rights afforded to them by Federal and State Law and the availability of advocacy services under the Early Intervention Program;
- Attends meetings, in-service programs and training and keeps informed on the latest developments.
- Conduct home/worksites and community site visits

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- | | |
|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Either

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in a Health or Human Services related field; **OR**
- B. Successful completion of 60 semester credit hours from a regionally accredited or New York State registered college or university in a Health or Human Services related field and two (2) years of full-time, paid experience providing case management services to young children and their families; **OR**
- C. Four (4) years of full-time, paid experience providing case management services to young children and their families.

Addition Requirements:

- A. Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.
- B. Candidates must not have been convicted of an alcohol or drug related driving offense, or have been convicted of refusing to submit to a Blood Alcohol Content (BAC) or chemical test for a period of three (3) years prior to the date of written test. Additionally, candidates that pass the written test and appear on the eligible list must not have been convicted of an alcohol or drug related driving offense, or have been convicted of refusing to submit to a Blood Alcohol Content (BAC) or chemical test for a period of three (3) years prior to certification and appointment.