

Service Coordinator/Targeted Case Manager

Chesapeake Infant Intervention Program
Chesapeake Community Services Board
February 2010

Please visit the City of Chesapeake's website, <http://www.cityofchesapeake.net/>, to apply. Click on the right of your screen where you see "Jobs Apply Online" to enter the CLICK system, where you can search for this position, complete an application, and post your resumé.

Please call Dana Childress at the Chesapeake Infant Intervention Program (757) 547-8929 with questions.

Position Information

Title of Vacant Position	Clinician II
Job Type	Grant
Posting Type	Public
Department/Division	Community Services Board/Infant Intervention Services
Requisition Number	20100022
Number of hours worked per week	40
Work Schedule	M-F 8-5
Work Site Location	224 Great Bridge Blvd
Salary	\$40005.00

Job Description

Service Coordinator/Targeted Case Manager (Clinician II) Provide service coordination/Medicaid targeted case management (mental retardation and/or mental health) to infants and toddlers ages birth to 3 years of age, and their caregivers, in accordance with Part C of the Individuals with Disabilities Education Act (IDEA), the Virginia Part C Practice Manual, and Medicaid waiver/targeted case management state and federal regulations. Participate in eligibility determination, assessment, and the provision of developmental services as appropriate to infants and toddlers with special needs and their families.

Thorough knowledge of typical and delayed infant development; thorough knowledge of developmental disabilities in the 0-3 population; knowledge of Part C of IDEA and Medicaid targeted case management requirements; ability to prepare written reports, including

individualized family service plans, and maintain consumer record in accordance with Part C, Medicaid, and internal requirements and timeframes; knowledge of community resources and ability to support families as they access resources to meet their needs; knowledge of parent support and training activities and intervention approaches, including the coaching model; knowledge of developmental assessment procedures; ability to establish and maintain good rapport with families; ability to work effectively with professionals as part of a multidisciplinary team; ability to communicate effectively, both orally and in writing.

Required Qualifications

VOCATIONAL/EDUCATIONAL:

Requires Bachelor's degree or education and training equivalent to four years of college education in Social Work, Counseling, Psychology, or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

May require a valid driver's license with an acceptable driving record.

EXPERIENCE REQUIREMENTS:

Requires over two years.

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing much of the time, exerting up to 20 pounds of force on a recurring basis, and skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office machines.

ENVIRONMENTAL HAZARDS:

The job risks exposure to disease/pathogens and violence.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

Preferred Qualifications

Valid driver's license required with acceptable record.

Experience in Early Intervention under Part C, IDEA and experience providing Medicaid targeted case management preferred. Must meet Part C standards for practitioner qualifications as well as Medicaid requirements for Qualified Mental Retardation Professional and/or Qualified Mental Health Professional, or be able to obtain.

Special Instructions to Applicants

This is an ARRA grant funded position.

This position will received all benefits with the exception of VRS.

Job Open Date 02-11-2010

Job Close Date 02-22-2010

ADA Requirements Form

OVERALL PHYSICAL STRENGTH DEMANDS

OVERALL PHYSICAL STRENGTH DEMANDS

M=Medium - Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly

PHYSICAL DEMANDS

C = Continuously- 2/3 or more of the time.

F = Frequently- From 1/3 to 2/3 of the time.

O = Occasionally- Up to 1/3 of the time.

R = Rarely- Less than 1 hour per week.

N = Never- Never occurs.

Standing	F
Sitting	F
Walking	F
Lifting	O
Description	Exerting 20-50 lbs.
Carrying	F
Description	Exerting 20-50 lbs.
Pushing/Pulling	O
Description	Exerting up to 10 lbs.
Reaching	F
Handling	F
Fine Dexterity	C
Kneeling	F
Crouching	F
Crawling	F
Bending	F
Twisting	F
Climbing	O
Balancing	O
Vision	C
Hearing	C
Talking	C
Foot Controls	C
Other(specify below)	No Response

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

car, computer, printer, fax, copier, phone, adaptive equipment for educational purposes (i.e., positioning equipment, adapted toys and communication devices)

PROTECTIVE EQUIPMENT REQUIRED:

possible gloves

ENVIRONMENTAL FACTORS

D = Daily

W = Several Times Per Week

M = Several Times Per Month

S = Seasonally

N = Never

HEALTH AND SAFETY

Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	M
Physical Danger or Abuse	S
Other(specify below)	No Response
If Other, description:	serve families in home; conscientious re personal safety

ENVIRONMENTAL FACTORS

Dirt and Dust	W
Extreme Temperatures	S
Noise and Vibration	S
Fumes and Odors	M
Wetness/Humidity	S
Darkness or Poor Lighting	M

PRIMARY WORK LOCATION

Office Environment

NON-PHYSICAL DEMANDS

- C = Continuously- 2/3 or more of the time.
- F = Frequently- From 1/3 to 2/3 of the time.
- O = Occasionally- Up to 1/3 of the time.
- R = Rarely- Less than 1 hour per week.
- N = Never- Never occurs.

Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	F
Other(specify below)	No Response
If Other, description:	may require a.m., p.m., weekends. employee subject to a variety of distractions/noises

Can anyone assist the employee in performing the primary tasks assigned to this position?

If yes, identify the eligible task(s)

Office staff are available to assist with typing, filing and clerical duties.