

SUPERVISING CASE MANAGER (DEVELOPMENTAL DISABILITIES SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Developmental Disabilities Services of the Department of Community Mental Health, an incumbent of this class is responsible for supervising, directing and monitoring staff who provide case management activities in support of comprehensive professional programs designed to provide treatment and rehabilitative services to persons with developmental disabilities within Westchester County. The incumbent coordinates the case management relationship between existing County programs in the fields of developmental disabilities, mental health, alcohol and substance abuse, the Alternative Sentencing Program for Developmentally Disabled Offenders (ASP/DDO) and the criminal justice system. The incumbent ensures that services are provided in a timely manner and in accordance with existing laws, rules and regulations. The Incumbent trains new staff and assists staff with problem cases. The incumbent supervises casework staff and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and monitors assigned case management staff by establishing priorities, setting and clarifying goals and objectives, and monitoring case progress to ensure that all services are provided in a timely manner and in compliance with all pertinent laws, policies, procedures, etc.,;

Coordinates the case management relationship between existing County programs in the fields of developmental disabilities, alcohol and substance abuse, mental health, the Alternative Sentencing Program for Developmentally Disabled Offenders (ASP/DDO) program and the criminal justice system;

Identifies service needs of referred clients and discusses case assessments and follow-up plans with casework staff in order to enhance staff skills and knowledge and to ensure that appropriate services are provided; may carry partial case load as assigned by supervisor;

Oversees the referral and placement of developmentally disabled persons listed in the County's Registry;

Maintains a resource inventory of referrals within the community;

Participates in monitoring services provided by contracted agencies and through grant programs for quality assurance of service delivery to developmentally disabled individuals;

Trains new staff, provides ongoing training for experienced staff and monitors and evaluates the performance of all assigned staff;

Acts for and represents the department, as required, in relation to the above mentioned case management and programmatic activities, including acting as the County representative with facilities, centers, divisions and regional offices of the New York State Office of Mental Retardation/Developmental Disabilities;

EXAMPLES OF WORK (Cont'd.)

Prepares reports to measure and summarize case activity, program utilization, identify trends, monitor providing of services, and performs research activities, as necessary;

Participates in community education including seminars and panel discussions on developmental disabilities and related issues.;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the needs of developmentally disabled individuals and corresponding treatment modalities; good knowledge of New York State rules and regulations concerning developmentally disabled individuals; good knowledge of community, public and local agencies available to provide services to the developmentally disabled; good knowledge of administrative practices including: personnel, record keeping, data collection techniques and statistical analysis; ability to establish and maintain effective working relationships with individuals and groups; ability to plan, supervise, and evaluate the work of others; ability to establish and maintain effective relationships with others; ability to communicate effectively, both orally and in writing; tact; ability to understand and work within legal frameworks; tact; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of experience providing casework or clinical services in the field of developmental disabilities/mental retardation.

SUBSTITUTIONS: A Master's Degree* in a social science discipline may be substituted for the above experience at the rate of 30 credit* hours per year for up to one year of experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: (1) Possession of a valid license to operate a motor vehicle in New York State. (2) Candidates must receive satisfactory clearance issued by the New York State Central Registry of Child Abuse and Maltreatment and must consent to a back-ground investigation in accordance with the provisions of the Child Abuse Prevention Act of 1985 as amended in September, 1997.