



## JOB DESCRIPTION: CASE MANAGER

Reports to: Executive Director

Pay: Hourly, non-exempt status

### **About New Vista:**

New Vista was founded in 1986 by parents of intellectually disabled Individuals who were concerned what would happen to their loved ones when they were gone or could not care for them. Out of this need the first program “New Vista Ranch” was created. In 1987, the Gilcrease Brothers donated 15 acres of land to the charity which gave New Vista the platform to build the first 4 homes. Today, New Vista has over 21 homes and growing in the Las Vegas area. Additionally, New Vista supports Individuals with intellectual challenges still living at home with their families by providing in-home skilled team members that assists with their loved ones' needs.

New Vista’s three core programs include supported living arrangements, in-home supports and group respite. Employees of New Vista support Individuals 16 to 18 hours a day through our housing and life-skills training programs. Work assignments/job locations are subject to change; due to the greater needs of the organization. New Vista’s services are at the highest level of wrap-around supports and address each Individual’s needs on a personalized, one-to-one basis.

### **Summary of Position:**

**QUALIFIED INTELLECTUAL DISABILITY PROFESSIONAL:** Development and implementation of Member program plan in accordance with applicable state and federal regulations. Coordinate all habilitation direct care services as defined by State and Federal regulations provided to members within New Vista.

### **Essential Job Functions:**

- Creation and/or implementation of each Members’ Person-Centered Plan and Habilitation Plan on a daily basis
  - To include all service needs including but not limited to: medical, employment, daily living skills, assistive devices/supports, activities, health needs, specialized services, mental health.
  - active monitoring of the implementation of support plans; assessment of progress; and effectiveness of supports provided to individuals;
- Review and sign off on billing packets: residential support management logs, 24 hour logs, monthly progress notes
- Ensure the assessment of members’ medication administration skills is completed per DS Regional Center policy and medication support is provided based on assessed skill level. Review and sign off on the Medication Administration Assessment Tool

### **Skills and Abilities:**

- Verbal and written communication skills including the ability to write and provide documentation as described
- Read and understand client information, instructions, case notes, incident reports, manuals
- Visually observe, hear and respond to Individuals
- Successfully complete New Vista new employee training (CPR, medication management (MEDS), behavior management (Safety Care)
- Maintain annual training as required and scheduled

### **-Minimum Required Education and Experience:**

- Minimum of five years’ experience in related field
- minimum of a bachelor’s degree in a field related to human services
- Pass all pre-employment and post-employment screening such as local, State and FBI background checks; sexual offender screening



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**Physical Demands:**

- Required to stand, use hands to handle or feel objects, tools or controls, frequently talk or hear, reach with hands, lift arms above and below shoulder level, required to sit for extended periods of time, occasionally stoop, kneel, or crouch during the course of regular work activities
- Ability to lift and/or move up to 25 pounds

**Equal Opportunity:**

New Vista is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected Veteran status or any other characteristic protected by law.

<i>Employee Signature</i>	<i>Print Employee Name</i>	<i>Date signed</i>