

Case Manager (Open Positions: 1)

Location: Lucas County Guardianship Services Board-701 Adams Street, Suite 850, Toledo, OH 43604

Department: Lucas County Guardianship Services Board

Job Status: Full-Time

Shift: 8:30 AM - 4:30 PM

Days Worked: Mon., Tue., Wed., Thu., Fri.

Hour Per Week: 40

Rate of Pay: 40,000 - 45,000

Apply Now

Job Description

JOB PURPOSE AND OVERVIEW

The Lucas County Guardianship Services Board (LCGSB), created on September 25, 2020, is established, organized, and functions under the authority of the Ohio Revised Code, (hereinafter often referred to as "ORC" or "the Code"), including various chapters and sections, but in particular Chapter 2111 of the Code. Pursuant to statute the Board consists of a minimum of three (3) members, one of whom is appointed by each of the following persons and entities: Probate Judge of Lucas County, the Board of Directors of the Lucas County Board of Developmental Disabilities and the Board of Directors of the Mental Health and Recovery Services Board of Lucas County. The LCGSB has designated within their Code of Regulations, that they may opt to appoint additional members, not to exceed a total of nine (9) cumulative Board members.

The Board was created to administer an adult guardianship program serving mentally incompetent wards of Lucas County through appointments by the Probate Judge.

The Case Manager role will serve the LCGSB and report directly to the SW Supervisor (LSW) for all Case Manager duties. The position serves as a Guardian Designee to some of the most vulnerable people within our community.

ESSENTIAL FUNCTIONS

1. Manage an assigned caseload of adult guardianship ward clients (during both assigned on-call and normal work hours) requiring social services, such as but not limited to: housing assistance, access to specialized services and/or local resources, ward client safety & health concerns, etc.
2. Follow and understand LCGSB policies, procedures, and protocols.
3. Meet physically in-person with all assigned wards either monthly, or quarterly as required by the Lucas County Probate Court; more frequent contact may be done virtually or by phone on a case by case basis, dependent on need and as directed by LCGSB Management.
4. Maintain up to date case plan notes and database entries and fulfill any requested reporting needs regarding ward clients.
5. Assist the rest of the LCGSB SW/Case Management Team with input and ideas, as needed, for stream-lining case plans and social services for wards.
6. Participate and contribute to Social Work Team discussion sessions (weekly or as needed) and participate in team events and activities at the agency, as requested.
7. Monitor vendor issues with clients and communicate issues to appropriate contacts.
8. Request assistance from Social Work Supervisor in instances of complicated linkage or service coordination, where Supervisor assistance is both needed and warranted.

9. Supply Social Work Supervisor with necessary and pertinent information (keep accurate and updated case notes for each ward on your caseload in database) for completion of Annual Guardian's Reports and Annual Guardianship Plans that meet ward client and agency needs for the Lucas County Probate Court requirements, as requested by Supervisor.
10. Participate in programs and activities that enhance the Board, its' mission, and individual professional development of all Social Work Team staff.
11. Meet weekly with all LCGSB Social Work Team staff (Team Case Review Meetings) as led by the Social Work Supervisor. Meet to review the status of the assigned cases and consult/receive support on day-to-day and major life decisions regarding ward clients.
12. Participate in & complete all mandatory training as determined by LCGSB Management.
13. Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

Candidates must demonstrate a combination of education, experience, and personal characteristics that support the candidate's ability to perform the duties of the position.

Minimum Requirements:

1. An Associate's degree in a Health and Human Services field, such as: Nursing, Social Work, Psychology, Community Health Worker, Mental and/or Behavioral Health, or a closely-related field, **AND**
2. At least three (3) years of experience in the field of Case Management (or an equivalent combination of experience and internships), **AND**
3. Successful completion with satisfactory results of both a criminal records background check **AND** a drug and alcohol screening.
4. A valid driver's license with driving privileges in the State of Ohio, unless accommodated under the Americans with Disabilities Act (ADA).

Knowledge, Skills & Abilities:

1. Knowledge of general office practices and procedures; agency policies and procedures (developed after employment); electronic word processing and spreadsheets and computer and web site applications, specifically the Microsoft Office suite of applications;
2. Demonstrated ability to work as part of a group and cooperate with coworkers on group projects or work alone; handle sensitive inquiries from and contact with officials and general public; maintain a strict level of confidentiality.
3. Demonstrated ability to successfully communicate both orally and in written form, with or without accommodation.
4. Ability to work with a diverse population with varying skill levels and abilities (i.e. be empathetic, respectful, supportive, authentic, caring, etc.).
5. Ability to operate, maneuver and/or control the actions of common office equipment, machinery, tools, and/or materials used in performing essential functions of the position.

BOARD EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the position, the Board expects that the employee will adhere to all Board policies, guidelines, practices and procedures; perform duties as workload necessitates in a timely, accurate and thorough manner and communicate regularly with the Social Work Supervisor regarding any inter-office issues.

Additional Information

To apply, please do one of the following:

1) Apply online

OR

2) Mail a completed application, or a cover letter and resume, to: Lucas County Personnel Department, One Government Center, Suite 450, Toledo, OH 43604 ATTN: HR Director

3) Apply in person at the above address.

If applying on line, please combine all documents into one pdf prior to attaching to your application.

Equal Opportunity Employer