

**REGIONAL CENTER OF THE EAST BAY**  
**JOB DESCRIPTION**

**POSITION TITLE:** Case Manager I/II – Intake & Assessment Unit

**OPENINGS:**

Infants / Children Group	0
Children / Adolescent Group	0
Adults Group	0
Adults/Residential / Medicaid Waiver	0
CPP/SDC Team	0
Intake/Assessment Unit	1

**SALARY RANGE:** Case Manager I – Intake & Assessment Unit:  
\$2,006.31 Bi-weekly / \$52,164.06 Annual

Case Manager II – Intake & Assessment Unit:  
\$2,086.54 Bi-weekly / \$54,250.04 Annual

(Salary negotiable if coming from another regional center)

**REPORTS TO:** Manager, Outreach, Intake & Clinical Services

**LOCATION:** San Leandro 01  
Concord 00

**SPECIFIC DUTIES:**

Under general direction of the Supervisor, is responsible for the case management services offered to Consumers and their families. Ensures that the entire case management process, assessment and evaluation, planning, authorizing, advocacy, monitoring, reviewing and associated documentation are completed.

1. Facilitate the planning process and develop the Individual Program Plan (IPP) or Individual Family Service Plan (IFSP) for assigned Consumers and oversee the implementation of the IPP/IFSP. Monitor and evaluate the services provided through the plan.
2. Coordinate and support the implementation of the Consumers plan which may include identifying natural supports and generic services and evaluating when a need exists that can only be met through RCEB authorized funding.
3. Advocate on behalf of consumers to protect their rights under the law and ensure that they receive those services and benefits to which they are entitled.
4. Assist the consumer and family in obtaining essential diagnosis and evaluation from appropriate practitioners and secure written reports and other information which assesses and interprets the consumer's situation.
5. Monitor the consumer's health and safety.
6. Maintain all documentation and contacts as required by law, regulation and policy.
7. Implement RCEB policies and procedures.
8. Complete, in a timely manner, functional and/or developmental reviews.
9. Keep supervisor informed of the status of the case load and unmet needs in the community.
10. Perform other duties as assigned.

**DESIRABLE SKILLS:**

1. Ability to prioritize and organize work efficiently to meet deadlines.
2. Ability to organize information for verbal and written presentation/documentation.
3. Excellent interview and listening skills.
4. Excellent assessment/diagnostic skills.

**MINIMUM QUALIFICATIONS:**

**Case Manager I:**

1. BA Degree in Social Work, Psychology or a related human services field and 2 years similar experience.  
(B.A. in an unrelated human services field plus 6 years of experience working directly with the developmentally disabled in progressively responsible positions, may be substituted for a bachelor's degree in the human services field).
2. Ability to communicate clearly and effectively, verbally and in writing.
3. Automobile and valid driver's license required.

**Case Manager II:**

1. Masters Degree in Social Work, Psychology or related human services field.
2. Ability to communicate clearly and effectively, verbally and in writing.
3. Automobile and valid driver's license required.