

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION

POSITION TITLE: Complex Needs Case Manager (Bilingual Preferred – ANY Language)

SALARY (Step 1): \$2,454.82 Bi-weekly **Bilingual Rate: \$2,539.82 Bi-weekly**
\$63,825.32 Annual **Bilingual Rate: \$66,035.32 Annual**

REPORTS TO: Manager, Specialized Services and Supports (CPP/CRDP)

LOCATION: San Leandro/Concord

SPECIFIC DUTIES:

Under general direction of the Supervisor, is responsible for the case management services offered to Consumers and their families on a specialized caseload for “consumers with complex needs” created pursuant to Welfare & Institutions Code (WIC) 4640.6.

1. Facilitate the planning process and develop the Individual Program Plan (IPP) for assigned Consumers and oversee the implementation of the IPP. 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. Prepare reports to the court (PC Section 1370 and Welfare And Institutions Code 6500) and attend applicable court hearings. Interface with courts and client’s legal representatives.
11. Complete Comprehensive Assessments as per Department of Developmental Services guidelines and Lanterman Act.
12. Monitor and assist clients in transition from Institutions of Mental Disease (IMD), Stabilization Training Assistance Reintegration facilities (STAR), and/or jails.
13. Participate in meetings with Department of Developmental Services to provide updates in regards to client transitions from IMD/ STAR

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 listed on the reverse)

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MINIMUM QUALIFICATIONS:

1. Bachelor of Arts Degree in Social Work, Psychology or related human services field and a minimum of 5 years' experience working at a Regional Center.
- Or
2. Masters of Arts Degree in Social Work, Psychology or related human services field and a minimum of 3 years' experience working at a Regional Center.
 3. Ability to communicate clearly and effectively, verbally and in writing.
 4. Automobile and valid driver's license required.
 5. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.