

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

**POSITION TITLE:**      **ASSOCIATE CASE MANAGER**

**SALARY RANGE:**      **\$2,113.71 - \$2,832.57 Biweekly**  
                             **\$54,956.46 - \$73,646.82 Annual**

**REPORTS TO:**          **Director, Client Services**

**LOCATION:**            **San Leandro and Concord**

**DUTIES:**

Under general direction, this position offers a great opportunity to learn fundamentals of case management for individuals with developmental disabilities. Assistant case managers will receive specialized training in completing assessments and develop skills in building relationships with clients/families and vendors in the Developmental Disabilities community. This position is an entry level position to becoming a Case Manager I.

1. Coverage on open caseloads: Client contact to complete in-person Individual Program Plans, Annual Reviews, Quarterly Reviews and Purchase of Service Authorizations and the corresponding documentation.
2. Responding to client, family questions with guidance from the supervisor.
3. Completing agency surveys and data collection.
4. Assisting case managers with completion of Social Security Applications and re-certifications.
5. Assists with Paratransit applications.
6. Assist in reviewing and requesting record updates from community agencies (i.e., Hospitals, Schools) and vendors (i.e., ISP, ILS, reports).
7. Assist consumers and representatives in locating records or information as needed.
8. Provides translation for consumers/families when appropriate.

**MINIMUM QUALIFICATIONS:**

- A. BA Degree in human services OR BA degree in non-human service field and two years paid experience involving client contact in the human services field. Experience working in the field of Developmental Disabilities highly desired.
- B. Specific knowledge of resources available in Alameda and Contra Costa Counties to Individuals with Developmental Disabilities.
- C. Must have excellent verbal and written communication skills.
- D. Must be computer literate, possess excellent word processing skills, Microsoft Office Suite (Word) and the ability to produce computer generated reports as required.
- E. Automobile, valid CDL, and insurance.
- F. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.