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CASE MANAGER 2

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Company: Arizona Official Website of State of Arizona

Location: United States

Category: other-general

Job Summary:

Would you like to be part of an amazing team that helps Arizonans thrive? At the Department of Economic Security (DES) we strengthen individuals, families, and communities for a better quality of life. DES is looking for individuals who are committed to service, community and teamwork. To learn more about DES please visit or Click on the to view 'Our DES' video. Come join the DES Team!

The Department of Economic Security, Division of Developmental Disabilities (DDD) is seeking an experienced and highly motivated individual to join our team as a Case Manager 2. DDD provides individuals with developmental disabilities, and their families, services and supports that are flexible, high quality, and member driven. These services provide individuals with opportunities to exercise their rights and responsibilities of independent decision-making and engagement in the community.

Applicants for this position cannot be licensed or certified by the DDD Office of Licensing Certification and Regulation, cannot have a principal interest in or have a spouse or close family with principal interest in a DDD Qualified Vendor Agreement, and cannot be employed or subcontracted by a DDD Qualified Vendor.

This position may offer the ability to work remotely, within Arizona, based upon the department's business needs and continual meeting of expected performance measures. The State of Arizona strives for a work culture that affords employees flexibility, autonomy,

and trust. Across our many agencies, boards, and commissions, many State employees participate in the State's Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona unless an exception is properly authorized in advance.

Job Duties:

Essential Duties and Responsibilities include but are not limited to:

- Driving a vehicle to conduct onsite visits to members' homes, schools and/or program sites to develop relationships and to discuss services needs and supports.
- Developing, writing, reviewing, monitoring, and evaluating Individual Support Plans (ISP's) in accordance with mandated timelines and documenting individual progress and concerns, and completing appropriate referrals to community agencies.
- Researching community for available resources to meet needs identified in ISP to inform members of resource options.
- Facilitating meetings and program visits to assist with members/family choices; completing referrals for assessed/covered services.
- Collaborating with community agencies to provide assistance and support to members and families in crisis.

Knowledge, Skills & Abilities (KSAs):

Knowledge of:

- Health Insurance Portability and Accountability Act (HIPAA).
- Medical and behavioral health issues and terminology.
- Methods, procedures, and techniques used in the development of Individual Support Plans (ISP).

Skill in:

- Oral and written communication.
- Developing, evaluating, and maintaining member service plans.
- Interviewing, counseling, and interacting with members and family members.
- Problem identification and resolution.

Ability to:

- Work independently and within diverse work teams.
- Document case files and information within required/mandated timelines.

- Maintain confidentiality.

Selective Preference(s):

NA

Pre-Employment Requirements:

- Candidate must be an Arizona licensed Registered Nurse in good standing OR possess a Bachelor Degree in Social Work (SW), OR Psychology, Special Education or Counseling AND have at least one (1) year experience providing case management services to persons who are elderly and/or persons with physical or developmental disabilities and/or members determined to have a Serious Mental illness (SMI); OR candidate must have a minimum of two (2) years' experience providing case management services to persons who are elderly and/or persons with physical or developmental disabilities and/or members determined to have a Serious Mental illness (SMI).

- A Bachelor's Degree in Human Service, Behavioral Science or related field AND have at least one (1) year experience providing case management services to persons who are elderly and/or persons with physical or developmental disabilities and/or members determined to have a Serious Mental illness (SMI) OR have at least three (3) years' experience working with or for individuals with intellectual or developmental disabilities.

- Arizona Level 1 Clearance Card is required.

- Candidates for this position shall be subject to a search of the Child Protective Services Central Registry pursuant to A.R.S. § 8-804.

- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.

- If this position requires driving or the use of a vehicle as an essential function of the job to conduct State business, then the following requirements apply:
 - All newly hired State employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).

Benefits:

The Arizona Department of Economic Security offers a comprehensive benefits package to include:

- Affordable medical, dental, life, and short-term disability insurance plans
- Participation in the Arizona State Retirement System (ASRS) and long-term disability plans
- 10 paid holidays per year
- Vacation time accrued at 4.00 hours bi-weekly for the first 3 years
- Paid Parental Leave-Up to 12 weeks per year paid leave for newborn or newly-placed foster/adopted child (pilot program).
- Sick time accrued at 3.70 hours bi-weekly
- Deferred compensation plan
- Wellness plans
- Tuition Reimbursement
- Stipend Opportunities
- Infant at Work Program
- Rideshare and Public Transit Subsidy
- Career Advancement & Employee Development Opportunities
- Flexible schedules to create a work/life balance

By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive.

Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

Learn more about the Paid Parental Leave pilot program . For a complete list of benefits provided by The State of Arizona, please visit our Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work you will be provided with additional information about

the available insurance plans, enrollment instructions, submission deadlines and effective dates.

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