

Eliot Community Human Services

Case Manager

Developmental Disabilities

Openings Available in Bedford, Arlington and Lexington

Eliot's residential program supporting and serving adults with developmental disabilities is seeking a Residential Case Manager.

Responsibilities:

- Develop Individual Support Plans ensuring that individuals are involved in identifying and developing goals. Ensure that all documentation is completed in a timely manner as specified by both Agency and DDS policy and regulation.
- Develop and implement goal strategies and tracking mechanisms. Document progress on a monthly and quarterly basis.
- Complete and maintain all documentation related to support plans in a clear and well-organized manner.
- Train and support staff in the implementation of established goals for all individuals.
- Identify and address significant health, psychiatric and behavioral issues, schedule and attend appointments as needed
- Attend all team meetings for assigned individuals
- Support individuals in exercising control over their lives, including daily routines within their home and leisure activities.
- Support individuals in being fully integrated in their communities by assisting them in the use of community resources, establishing and maintaining personal relationships and facilitating opportunities to meet new people.
- Provide transportation to activities and appointments as needed.
- Assist individuals in maintaining their home. Perform housekeeping tasks as necessary.
- Administer and monitor individual medications in accordance with established regulations, policies and procedures.
- Maintain positive and collaborative working relationships with DDS, community agencies, and family members.

Schedule: Varies

Pay Rate: \$13.24-\$14.01 per hour

BA/BS in related field required with a minimum of one year residential experience with developmentally disabled population. Experience in the use of Positive Behavioral Supports a strong plus. Computer literacy and skill in the use of computers is a must. Valid driver's license and reliable transportation to and from work and for the transportation of clients to and from appointments and activities as needed. Must have reliable telephone for emergency contact.

Must be proficient in English and possess and convey effective verbal and written communication skills with clients, staff and service providers

Eliot Community Human Services offers a great benefits package that includes a competitive salary, 3 weeks' vacation, 12 sick days and 11 holidays. Eliot pays 75% of health and dental insurance and 100% of Life, AD&D, Short and Long Term Disability insurance for full time employees. We also offer 401(k) retirement plan, Dependent Care plan, EAP, credit union, free college savings tuition program and other voluntary benefits. The agency also has our own in house training program which provides CEU's.

APPLY ONLINE AT WWW.ELIOTCHS.ORG