

The BI Waiver Case Manager will assist Brain Injury waiver participants with the development of waiver plans of service, monitoring waiver services, monitoring the health and welfare of waiver participants, and assisting with the development and implementation of a quality management program. Job responsibilities shall be performed under the supervision of the CEO of the Howard County Mental Health Authority and the Director of Older Adults and Long Term Services and Supports or designee at BHA.

Qualifications:

- I. EDUCATION: Master's degree in Social Work or social service field, or Bachelor's degree in social service field with a minimum of two years of experience in case management or resource coordination
- II. Relevant work experience with individuals with disabilities or home and community based services
- III. Good communication skills
- IV. A valid Maryland Driver's license with no more than two (2) points accumulated on the driving record.
- V. Knowledge and understanding of brain injury preferred

Job Duties include:

- Develop Plans of Service for Waiver participants that adequately address the individual's needs, choices, and strengths.
- Assist the Office of Older Adults and Long Term Services and Supports with the development and implementation of a Quality Management program for the Waiver.
- Provide Quarterly site visits to waiver participants to review waiver plans of service, monitor waiver services to ensure that they meet the participants' needs and that they are cost affective, and ensure the safety and well-being of waiver participants.
- Assist BHA Office of Older Adults and Long Term Services and Supports with annual BI Waiver provider site visits to monitor provider's adherence to BI Waiver regulations found in COMAR 10.09.46.
- Assist BHA Office of Older Adults and Long Term Services and Supports with reviewing, responding, and tracking trends related to reportable incidents involving waiver participants.
- Attend quarterly BI Waiver Provider meetings.
- Assist BHA Office of Older Adults and Long Term Services and Supports with increasing provider capacity by training and recruiting providers.
- Utilize the Long Term Services and Supports Tracking system to maintain all necessary case records as required.
- Participate in team meetings for the purpose of monitoring and evaluating the participant's progress.
- Provide technical assistance and/ or training to TBI waiver providers.
- Enhance professional growth and development through participation in educational programs, seminars, and workshops.
- Other duties and responsibilities as delegated.