POSITION ANNOUNCEMENT
CARE MANAGER – FAMILY CARE PROGRAM

Life Navigators is looking to hire a Care Manager to join our dedicated team. Life Navigators mission is to improve the quality of life for individuals with developmental and related disabilities, their families and the greater Milwaukee community through information, education and life planning programs.

The Care Manager (CM) will be responsible for providing information, advocacy, assessment, monitoring and care coordination services to adults with developmental disabilities and related disabilities and their families. The CM will be a part of Life Navigators Care Management Unit (CMU) and be a member of the Interdisciplinary Team that will deliver services to individuals that qualify for the Family Care Program.

Bachelor’s Degree in social work or related field required. One year paid experience in working with individuals with disabilities required. Strong written and verbal communication skills; ability to promote programs and services a must. Conversational Spanish skills strongly desired. Personal transportation and insurance required.

Life Navigators offers a comprehensive salary and benefits package. Please see attached position description for additional information. If you are interested in joining our team, please send or email resume and cover letter to:

Program Manager
Life Navigators
7203 W. Center Street
Wauwatosa, WI 53210
information@lifenavigators.org
LIFE NAVIGATORS
POSITION DESCRIPTION

TITLE: Care Manager
REPORTS TO: Program Manager

PRIMARY RESPONSIBILITIES:

1. Provide comprehensive assessment, evaluation and monitoring services to individuals with disabilities and their families served under the Family Care Program.

2. Establish and monitor Individual Service Plans for individuals/families served under the programs. Participate as an active member of the Interdisciplinary Team delivering services.

3. Maintain certification as an Adult Long-Term Care Functional Screener with State of Wisconsin.

4. Provide intervention and coordination with family members and service providers as necessary to promote safety, independence and foster community integration for each consumer.

5. Perform routine monitoring services to ensure the safety of those served.

6. Provide crisis intervention as needed and coordination with other health, behavioral and medical providers.

7. Monitor caseload and prepare written reports, correspondence and program documentation for agency purposes and for funding sources.

8. Provide information, education and advocacy services to consumers and families.

9. Represent the interests of Life Navigators and children and adults with disabilities and their families in various community wide committee and coalitions.

10. Administer policies and procedures effectively and perform related duties as required or delegated by supervisor.

QUALIFICATIONS:

1. Bachelor’s degree in Social Work or related field required.

2. One or more years of direct, paid experience in serving individuals with disabilities.

3. Excellent written and oral communication skills with the ability to communicate key information clearly and in a timely manner.

4. Experience in serving people with developmental disabilities and knowledge of the Milwaukee County service system and State of Wisconsin Family Care Program.

5. Excellent computer skills, including knowledge of Microsoft Office Suite and Google Suite.

6. A valid Wisconsin driver’s license and vehicle and insurance.

7. State of Wisconsin Caregiver Background Check required.