

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Assistive Daily Living Services Coordinator

Class Code: 051365
Pay Grade: GH

A. Purpose:

Provides case management services to Assistive Daily Living Services program participants by conducting assessments to determine eligibility, developing and monitoring service plans, and referring participants to available resources to ensure health and safety of participants and provision and quality of services.

B. Distinguishing Feature:

The Assistive Daily Living Services Coordinator provides case management services within an assigned territory to Assistive Daily Living Services program participants.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops service plans for Assistive Daily Living Services (ADLS) participants.
 - a. Assesses need for waiver services.
 - b. Completes level of care assessments with participants to determine eligibility.
 - c. Provides information on service options.
 - d. Explains rights and responsibilities.
 - e. Gathers required medical documentation.
 - f. Provides informed choice of providers and services to participants.
2. Manages a caseload of ADLS participants.
 - a. Maintains all documentation using a computerized case management system and hard copy files.
 - b. Schedules meetings with participants.
 - c. Meets with participants and communicates program information.
3. Assesses appropriate provision and quality of planned services.
 - a. Conducts annual reviews of ADLS program participants
 - b. Communicates information with program participants and service providers.
 - c. Provides monitoring and oversight of services.
4. Conducts outreach to referral sources regarding the availability of the ADLS program and other resources to people with disabilities.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to the ADLS program specialist. Does not supervise.

E. Challenges and Problems:

Challenges include independently covering and managing a caseload for an assigned territory and applying written guidance, interpreting available data and documents to identify needs, interpreting ADLS program policies and procedures, communicating waiver limitations to participants, addressing incidents when participants and/or providers do not fulfill their responsibilities and reporting violations to proper personnel, addressing service quality issues, handling provider and participant responsibility violations, and maintaining a safe provision of services through the program.

F. Decision-making Authority:

Decisions include assessing the type and amount of services that need to be provided and when to report violations of program guidelines.

Decisions referred include final determination of eligibility, input on possible interventions with non-compliant participants and/or providers, statute or regulation interpretations, and approval of resources that have a budgetary impact.

G. Contact with Others:

Daily contacts with participant, participant's families, program providers, and nursing homes.

H. Working Conditions:

Work may be performed in a typical office environment, in the homes of program participants, or care facilities. Incumbents may be required to work flexible schedules which may include evening, night, holiday, and weekend hours. Travel is required.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- person-centered practices;
- available local and state resources;
- cultural, economic, physical, social, and psychological factors that influence family dynamics and interpersonal relationships;
- federal and state legislation, policies, and regulations governing human services programs;
- basic theories, principles, and methods of assessment and intervention;
- concepts related to consumer rights, confidentiality, and professional ethics;
- principles and techniques of conducting interviews and acquiring information.

Ability to:

- work with computerized case management systems;
- manage a full caseload of ADLS participants;
- utilize effective interpersonal skills;
- communicate effectively with agencies, personnel, and participants;
- transfer participant needs to a service plan;
- monitor progress toward identified service goals;
- establish and maintain effective working relationships;
- maintain participant records and case documentation;
- prepare reports and compose correspondence;
- gather and analyze data, reason logically and accurately, and draw valid conclusions;
- organize time, prioritize, and meet deadlines;

- communicate information concisely and effectively;
- exercise sound judgement in evaluating situations and in making decisions.