

**#239 Case Manager**  
Classification Level NE 3  
Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**Internal & External: 9/25/2023**

**Hours: Up to 40/week**

**Apply To: Brandy Jadcak**

**REPORTS TO:** Adult Program Manager

**HAS DIRECT REPORTS?** No

**JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Case Manager is a professional position that provides support, training and program planning for adults with disabilities based on the individuals' strengths, needs and interests.

**TYPICAL RESPONSIBILITIES:**

1. Provide guidance, support, training and individualized instructions to program participants on assigned caseload.
2. Adhere to all federal, state and agency policies and procedures affecting KAC's services.
3. Provide instruction to service providers on methods and procedures to be followed in implementing goals, behavior programs and training techniques for the acquisition of skills
4. Attend all related staffing meetings for program participants, complete paperwork and secure required signatures within the established time frame.
5. Responsible for writing goals based on the individual's desires, strengths and needs.
6. Assist persons with coordinating transportation needs.
7. Maintain and update participant case files weekly and ongoing both digitally and in hard copy formats.
8. Complete required reports, case notes and maintains agency confidentiality policy.
9. Communicate and follow up effectively with other agencies, guardians and stakeholders
10. Has knowledge of accommodations and assistive technology.
11. Provide personal care to participants as needed.
12. Maintain a clean and safe environment for participants and coworkers.
13. Responsible for the safety of all participants and staff served by this position.
14. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
15. Maintain a positive culture / working dynamic when working with other staff and clients, leading by example and sharing best practices with program staff.
16. Perform other duties as assigned by supervisor.

**OCCASIONAL RESPONSIBILITIES:**

1. Transport participants in own, as well as company, vehicles.
2. Back up service providers in areas including personal care when needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 6/5/2023

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**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in human services or a related field
- One-year experience working directly with adults with developmental disabilities
- Possess good oral, written, verbal and visual communication, as well as observation skills.
- Ability to utilize computers and technology efficiently
- Valid driver's license with good driving record.
- Able to work effectively with a culturally diverse staff, participant base and stakeholders

**PREFERRED QUALIFICATIONS:**

- Second language (Spanish or American Sign Language)
- Experience planning and implementing a curriculum
- Experience with crisis intervention
- First aid and CPR training certification
- Experience with Google Drive and related software & / Microsoft Office

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 75% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds with help, 40 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.