



**Job Title:** Community Living Project Case Manager  
**Reports To:** Community Living Project Director  
**FLSA Status:** Full-Time, Non-Exempt  
**Department:** ACL  
**Location:** Alabaster; Piloting in Shelby County

**Position Summary:**

ACL advocates across the federal government for older adults, people with disabilities, and families and caregivers; funds services and supports provided primarily by states and networks of community-based programs; and invests in training, education, research, and innovation. ACL manage a variety of programs, aiding on health and wellness, protecting rights and preventing abuse, supporting consumer control, strengthening the networks of community-based organizations, and funding research.

ACL provides grants and technical assistance to promoting evidence-based programs and practices, enhancing diversity and cultural competency, and improving quality of services.

Several programs help older adults, people with disabilities, and caregivers find supports and services to help them with community living and integration.

**Job Duties and Responsibilities:** M4A is seeking a qualified candidate for a Community Living Project Case Manager position to provide support for people with Dementia including Alzheimer’s Disease and those people with intellectual disabilities. This position will service both caregivers and the PWD and/or IDD client. Potential candidates must adhere to ethical behavior and HIPAA; establish and maintain positive working relationships; communicate effectively; and foster teamwork. Applicants must possess time management and organizational skills.

- Carry a client caseload and oversee the delivery of program services through collaborative working relationships with clients, caregivers, and doctors of PWD and IDD clients.
- Perform routine visits to clients’ home to develop Person-Centered Care Plans utilizing specific assessment tools.
- Provide case management to include but limited to monitoring, updating and modifying the Person-Centered Care Plan
- Provide evidence-based interventions, tools and education to support clients and their Person-Centered Care Plans.
- Use FamCare, TCARE and PeerPlace to:
  - Collect data such as demographics, health status, cognitive and social functionality, ADLs, use of supports, behavioral health status, stress, social determinants, needs, and hospital/ER visits, rehab tracking, incidentreports such as falls, doctor appointments, and medication
  - Assist and track data on caregivers. TCARE will identify clients based on risk scales for interventions which will be outlined in Person Centered Care Plans. To complete training on TCARE, and utilize this system to complete assessments and create care plans for the care givers.
  - Assess for Care Resistant Behavior (CRB) Interventions and implement CRB intervention as needed.
  
- Market the Community Living Program with the PANDA Project.(Providing Alzheimer’s ‘n Dementia Assistance)
- Learn intervention programs/models and implement.
- Recruit and teach lay leaders as needed and where relevant.

- Coordinate and deliver public education on the national Healthy Brain model across M4A’s five-county service area.
- Oversee and document the service delivery of the program.
- Arrange for services through contractors and serve as a liaison with other medical, social service, and firstresponder agencies.
- Attend quarterly and other meetings and program specific trainings.
- Other duties as assigned by the Executive Director or Director of Programs.

**Education and Experience:**

- Required a BSW with experience working with individuals and their support team to develop Person Centered Care Plans. Prefer a licensed social worker.
- Medical Social Work, Working with People with Dementia (PWD) and Intellectual and Developmental (IDD) experience required.
- Home visit experience required.

**Essential Functions / Physical Requirements:**

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to “drive” to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 10 pounds.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. Staff of M4A are “at-will” employees. I have read and understand the responsibilities and requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date