

Washington State Department of Personnel
Class Specification

DEVELOPMENTAL DISABILITIES CASE/RESOURCE MANAGER

351U

Definition:

Within the Division of Developmental Disabilities, provides advanced level of social services, specialized case and/or resource management for people who have developmental disabilities and their families.

Typical Work:

Independently manages a caseload of people who have developmental disabilities and provides specialized services to clients and their family by developing, implementing and monitoring Individual Service Plans;

Interprets state and federal regulations to established boards, citizen groups, providers/vendors and others concerned and involved with services for people with developmental disabilities;

Coordinates resource programs with case management services, DSHS Offices, county coordinators, Adult Family Homes, county boards, and other vendors;

Provides support services and oversight to Adult Family Home providers to enhance health, safety, and quality of life for DD residents;

Recommends, monitors and manages specialized funding for medical expenses and social absences for group homes; screens billings for county services and group homes;

Final decision authority on determinations of client eligibility, and provides intake services; evaluates individuals for admission to residential habilitation centers; assessment of client needs, including diagnoses and evaluation of individual clients who have behavioral, social and emotional problems;

Arranges for special placement and other residential, vocational and recreational supports for children and/or adults;

Assists and/or makes referral to the appropriate professional (i.e. Mental Health, Children's Protective Services, etc.) in reducing and/or preventing community and client problems;



Assesses/evaluates facility situations, makes recommendation, and plans for family/community support service, including respite care, chore, day program for adults, early childhood development program, therapies and others;

As a Qualified Mental Retardation Professional (OMRP), maintains compliance with Federal IMR and CAP regulations;

Develops corrective action plans and reports in response to evaluations Quality Improvement AFH visits and other audits; assists contractor to comply with contract, and takes appropriate actions;

Performs other work as required.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

A Bachelor's degree in social sciences, social services, human services, behavioral sciences or an allied field and two years of experience providing social services to people with developmental disabilities.

Graduate training in social science, social services, human services, behavioral sciences or an allied field will substitute, year for year, for one year of the experience providing social services to people with developmental disabilities.

Class Specification History

New class: Effective July 1, 1988 (approved June 9, 1988)

Revised definition and general revision: 6-11-99; effective 7-1-1999

Revised minimum qualifications, effective: 03-9-01

Revised definition: 5-30-02

Salary adjustment; revised class code, formerly 35610; adopted May 10, 2007, effective July 1, 2007 (04/02/2008) DOP staff removed (and at suggestion of DSHS) OR *Equivalent education/experience* under desirable qualifications, as this was an inadvertent error during the 2007 Job Class Specification Reformatting project; did not appear under the class code 35610 job class specification.

