



## City of Deerfield Beach Case Manager

<b>SALARY</b>	\$24.53 - \$31.89 Hourly	<b>LOCATION</b>	North East Focal Point - City of Deerfield Beach, FL
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00850
<b>DEPARTMENT</b>	Community Services	<b>OPENING DATE</b>	07/18/2023
<b>CLOSING DATE</b>	7/28/2023 5:00 PM Eastern		

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### Description

THIS RECRUITMENT MAY CLOSE AT ANYTIME WITHOUT NOTICE, ONCE A SUFFICIENT NUMBER OF QUALIFIED APPLICATIONS HAVE BEEN RECEIVED. CANDIDATES ARE ENCOURAGED TO APPLY AT THEIR EARLIEST CONVENIENCE.

The purpose of this position is to develop and implement case management programs, monitor progress, and performs a variety of support services.

This class works under general supervision, independently developing work methods and sequences.

### Examples of Duties

**Salary Range \$24.53 - \$31.89**

#### ESSENTIAL FUNCTIONS

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Provides continuing individual casework, counseling, and/or case management for center clients.
- Observes patients' and/or families' condition, mental state, and social behavior and reports observations.
- Develops and implements individual social work treatment plans in conjunction with medical staff.
- Plans and assists appropriate supportive ongoing groups for the well-being of clients.
- Contacts service provider or agency on behalf of a client as requested.
- Performs outreach efforts to encourage membership in programs/facilities.
- Collaborates with community organizations.
- Updates and maintains resource files for service providers and other agencies.
- Sets up and maintain appropriate client file system.
- Maintains confidential client information, such as medical charts.
- Participates in departmental and interdisciplinary conferences pertaining to policies and procedures.
- Participates in agency and team meetings.
- Prepares various reports related to activities performed.
- Performs related work as assigned.

### Typical Qualifications

#### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Social Work or related field and at least three (3) years of experience in the social services setting and or working with the senior population

or

- Master's Degree in Social Work or related field and at least two (2) years of experience in the social services setting and or working with the senior population
- Must possess and maintain a valid state driver's license with an acceptable driving history.
- CPR/First Aid Certification-or the ability to obtain within (3) months.

## **Skills, Work Environment and Hours**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the techniques, methods, procedures, principles and practices of the medical profession and the ability to apply them.
- Knowledge of case management principles, protocols, and clinical treatment plans.
- Knowledge of workers' compensation state statutes, City procedures, and the Americans with Disabilities Act.
- Ability to review, modify, improve, and design case management systems.
- Ability to review medical reports and accurately make recommendations for case management care.
- Ability to communicate effectively orally and in writing.
- Ability to operate office equipment and personal computer to review, analyze and prepare case management reports.
- Ability to maintain working relationships with vendors, City employees, and the general public.

### **PHYSICAL DEMANDS:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **WORK ENVIRONMENT:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- None.

### **WORK HOURS**

Monday-Friday 8am – 5pm (May be required to work nights, weekends, and holidays to meet the business needs of the City.)

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Deerfield Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **STANDARD CLAUSES**

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

### **EMERGENCY MANAGEMENT RESPONSIBILITIES**

Note: During emergency conditions, all City employees are automatically considered emergency service workers. City employees are subject to being called to work in the event of a disaster, such as hurricane, or other emergency situations and are expected to perform emergency service duties as assigned.

The City of Deerfield Beach values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses.

### **IMPORTANT APPLICATION INFORMATION AND INSTRUCTIONS**

**Salary:** Salary ranges are listed on the job announcement and are based on the unique skills, education, and experience for the position. Appointments are typically made at the starting pay of the grade for candidates. Additional consideration may be given those candidates whose experience/education exceed the minimum qualifications.

**Selection Process:** All applicants must submit clear, concise and complete information regarding all relevant work history and qualifications for the position. It is the applicant's responsibility to update their NEOGOV profile with work experience, education, certifications and personal contact information when submitting each application. Submitted applications will be reviewed and only those applicants determined to be most qualified on the basis of experience, training and education, as submitted on the application, will be invited to participate further in the selection process. Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process. Candidates selected for to interview will be contacted for a phone interview. Candidates not selected will be notified via email.

**Background Investigation:** Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough pre-employment background investigation, which may include, an extensive criminal history, motor vehicle history, verification of current and prior employment, fitness for duty physical, drug screening, Level II fingerprint clearance, Department of Transportation (DOT) certifications and Clearinghouse registration, and any other relevant screenings required for the position.

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#### **Agency**

City of Deerfield Beach

#### **Address**

150 NE 2nd Avenue

Deerfield Beach, Florida, 33441

#### **Website**

<http://www.deerfield-beach.com>

## **Case Manager Supplemental Questionnaire**

### **\*QUESTION 1**

**Which of the following best describes your highest level of education?**

- ☐ Less than High School
- ☐ High School Diploma or Equivalent
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher

### **\*QUESTION 2**

**Which of the following best describes your experience in in the social services setting and or working with the senior population? Your response must be validated by the information provided in the WORK EXPERIENCE section of your application and will be verified by Human Resources if selected.**

- ☐ Less than one year
- ☐ More than 1 year but less than 2 years

- ☐ More than 2 years but less than 3
- ☐ More than 3 years but less than 4
- ☐ 4 years or more

**\*QUESTION 3**

**Do you have a valid CPR/First Aid Certification? (If yes, please attached to application).**

- ☐ Yes
- ☐ No

**\*QUESTION 4**

**Do you have possession of a valid Florida driver's license with an acceptable driving history? (must remain valid throughout employment)**

- ☐ Yes
- ☐ No

**\*QUESTION 5**

**Where did you hear about this job opportunity?**

- ☐ Governmentjobs.com
- ☐ LinkedIn
- ☐ Social Media
- ☐ Deerfield-beach.com
- ☐ Word of Mouth
- ☐ Other

**\* Required Question**