

The Brain Injury Foundation of Saint Louis

Job Developer/Case Manager, updated 2/9/2018

Reports directly to Director of Employment Services

Responsible for providing direct services to individuals referred MO DVR job development services and DHSS-ABI programming.

MO DVR Job Development duties:

Creates resumes for clients receiving vocational services

Submits online job applications for clients receiving vocational services

Researches current job openings for vocational services clients

Contacts potential employers on behalf of vocational clients

Participates in initial and quarterly treatment planning and plan review meetings for clients receiving services.

Creates and updates job development plans

Writes monthly job development progress notes and retention reports

Creates and updates placement notifications and retention plans

Submits monthly reports to Director of Employment Services as required

Supports clients on job sites as needed for employment success

Determines intervention strategies for clients on the job and implements intervention plan

Transports clients to interviews and job-related appointments

Advocates for clients with employers

Maintains satisfactory relationship with referral sources, clients, community partners, family members, and other stakeholders to ensure delivery of quality services to clients, other duties as needed and assigned.

Establishes and maintains relationships in the business community to promote and support vocational goals of clients.

Assess clients' work skills by observing work skills and barriers at simulated sites and authentic work sites.

Provide emergency interventions when circumstances dictate

Other duties as assigned

DHSS Case Manager job duties:

Develops treatment/service plans that meet the needs of clients as well as the criteria defined by referral sources.

Implements treatment plans and job development plans for all clients.

Provides direct services to clients as defined in contracts and treatment/service plans

Recommend changes to treatment plans

Completes monthly billing reports and progress notes as required by state contracts.

Maintains satisfactory relationship with referral sources, clients, community partners, family members, and other stakeholders to ensure delivery of quality services to clients, other duties as needed and assigned.

Participates in group educational presentations or outings as schedule permits

Supervise or coach clients on job sites or volunteer work sites
Assess clients' work skills by observing work skills and barriers at simulated sites and authentic work sites.
Provide emergency interventions when circumstances dictate
Other duties as assigned

Administrative job duties:

Follows the direction and policies of the BIFSTL Board of Directors.
Collaborates with BIFSTL leadership and staff on all matters related to client services
Participates in initial and quarterly treatment planning and plan review meetings for clients receiving services.
Completes routine trainings and certifications as required for position such as CPR, First Aid
Other duties as assigned

Qualifications:

Bachelors Degree in Psychology, Social Work, Education, Special Education, Speech Therapy, Communication Disorders, or other related field.

OR

Associates Degree in Education, Human Services, Social Work or related field plus 12 months experience providing direct services or care to people with disabilities.

Skills and Knowledge:

Basic understanding of services for people with disabilities.
Basic understanding of brain injury, its causes, and common barriers.
Strong understanding of disability rights and advocacy including ADA.
Strong written and verbal communication skills
Ability to work with professionals in multiple disciplines for the success of individuals with brain injury.
Strong computer skills including email, document creation and database.
Advanced problem solving and ability to act with urgency during crisis situations.
Ability to encourage, calm, comfort, redirect, and motivate clients to reach their independent living and employment goals.

Other Requirements:

This position requires travel by car to various locations throughout the day, 60 miles round trip possible.

This position requires one to transport clients in personal vehicle to appointments, community activities, job sites or other events.

Assist clients with all manner of tasks, **not including personal hygiene or toileting.**

Must obtain MO Class E Driver's License endorsement within 60 days of hire for the purpose of transporting clients in personal vehicle.

Must present proof of current automobile liability insurance.

This position requires infrequent travel of 100 miles or more for meetings or conferences.

Must be able to pass MO EDL and Family Care Safety Registry.

Must achieve First Aid and CPR certification within the first 60 days of employment and maintain certification throughout employment.

Employee classification and schedule:

The MO DVR Job Developer and DHSS Case Manager position is a non-exempt position that is either part time or full time. Due to the nature of the job duties, work schedule may include evening, late evening, early morning, or weekends.

Pay rate and benefits:

The MO DVR Job Developer/DHSS Case Manager earns an hourly rate of \$10 per hour during 6-8 weeks of on the job training. Specific duration to be determined by Director of Employment Services.

Job Developer/Case Manager earns \$15-\$17.50 per hour once on the job training is complete and case load of at least one authorized client is assigned.

Mileage reimbursement eligible according to current board approved policy.

Full time MO DVR Job Developer/DHSS Case Managers are eligible for any full-time benefits offered by BIFSTL to full time employees.

I acknowledge understanding of this job description and verify that I meet these qualifications.

Signature of Job Developer/Case Manager

Date

Signature of Supervisor

Date