



Imagine a place where your talent can make a difference in people's lives. Working at MountainHeart Community Services, Inc. is a rewarding experience in which our employees work together as vital parts of a bigger mission. We are collaborative, innovative, mission-driven, and focused on results. It is time that you join our team!

Benefits of working for MountainHeart Community Services, Inc.

We offer a variety of social programs, flexible work hours and family-friendly benefits

- Health insurance is available on a cost-sharing basis for employee and families – Employer pays 75% of premium
- Profit Sharing Retirement Plan – Employer contributes 10% of your salary
- Dental Insurance – Employer pays 100% of the premium for employee and families
- Access to supplemental insurances, i.e. short term disability, accident etc.
- Access to Vision Insurance
- Basic Life Insurance
- Optional Life Insurance
- Dependent Life Insurance
- EAP – Employee Assistance Program
- Sixteen - Paid holidays

Position available:

Job Title:	Case Manager Medicaid Waiver
Department:	Medicaid Waiver
Reports To:	Development Director
FLSA Status:	Non-Exempt
OSHA Category:	Category 2

Summary: Responsible for following up with the person receiving ADW services to ensure that services are being provided as described in the Service Plan. To complete and submit all required administrative and program reports as requested by either BMS or the OA. Initial contact with new participants must be made within seven calendar days after Personal Attendant services have begun, via telephone or face-to-face.

Supervisory Responsibilities:

This position has supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Quantity -Complete work in a timely manner; work quickly.

Safety and Security -Observe safety and security procedures; report potentially unsafe conditions; use equipment and materials properly.

Attendance/Punctuality - Be at work when scheduled and on time.

Dependability - Follow instructions, respond to management direction. Ability to work independently.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skills, and/or ability required. Computer skills including knowledge of Microsoft Word and Excel, excellent communication skills, and ability to use office equipment. Must have good recall memory, typing, organizational and listening skills. Must be self-disciplined and highly motivated with a desire to learn.

Education and/or Experience:

This position requires a West Virginia Social Worker License, Counselor, or Registered Nurse

Must have a valid West Virginia driver's license, clear criminal background and APS/CPS check.

Must have dependable transportation and be able to use personal vehicle for business purposes.

Rate of Pay: \$20.00 - \$22.00/hour

Deadline to apply – Until position is filled

- **To Apply: Submit resume and cover letter to Violet Burdette @ vburdette@mthtwv.org**

To learn more about MountainHeart Community Services, Inc. and a copy of the full job description go to our website at www.mthtwv.org

MountainHeart hires through Integrated Resources, Inc.