

## Substitute Case Manager, Choices for Care Program

### Summary

The **Substitute Case Manager** will conduct nursing facility prescreening to assess the need for long term care placement of individuals prior to a nursing facility admission as part of the Choices for Care Program. Provide information to individuals and their families about available services in the community, appropriate options to placement in a nursing facility and their rights to refuse any and all of these services.

Choices for Care Case Managers provide services in six area hospitals (Saint Francis Hospital, Evanston Hospital, Skokie Hospital, Glenbrook Hospital, Lutheran General Hospital and Holy Family Medical Center) 7 days a week. **This substitute role is an as-needed/per Diem position and there is no guarantee of hours. Substitutes can work between 1.5 – 35 hours/week.**

### Essential Functions

- Meets face to face with clients and family members in hospitals or homes prior to placement in a nursing facility in order to conduct prescreening assessments and provide early counseling about service options and individual rights. Under certain circumstances, a post-screen is conducted and counseling provided after admission to a nursing facility. Work schedule could include weekend on-call coverage. Staff is required to drive in all weather conditions and the home environments can range from very clean to very dirty.
- Reviews client information and hospital records to gather current and past health information. Meet with clients to complete the Illinois Department on Aging Choices for Care Assessment (DON- Determination of Needs). When appropriate, refer the client and prescreen to agencies (PAS- Pre-admission Screen) specializing in mentally ill or developmentally delayed individuals.
- Enters screening results in Choices 90-Day Look-up System, notify discharging hospital and nursing facility of screening results and complete all other required documentation and notifications.
- If client rejects nursing facility placement and elects alternative services, completes National Aging Program Information Systems (NAPIS) form, coordinates referrals to local CCUs for Community Aging Referral Program (CARP) and other services in collaboration with hospital discharge planners. When client is discharged to home alone in situation of imminent risk of nursing home placement within 72 hours and financially eligible, a Community Care Program (CCP) Interim assessment is to be completed and CCP service to be set up in CCU area. Completes all required electronic and paper documentation. Refers client to CCUs for follow-up CCP Initial Assessment and case management.
- Communicates with supervisor on a consistent basis concerning cases, clients and own work progress to ensure proper coverage and operation of the Choices for Care Program. With limited face to face meetings during the week, this will often require timely and thorough email or voicemail communication.
- Completes all case and departmental reports and documents as required.
- Attends all staff meetings.
- Substitute Case Managers are committed to consistent availability as needed, with maximum 999 working hours per calendar year.
- Performs other duties as assigned.

## **Requirements**

- Bachelor's degree in social work or related field
- Current Illinois Department on Aging Comprehensive Care Coordination (CCC) and Community Care Program (CCP) certification
- At least 9 months of experience working or volunteering with older adults
- Intermediate skills using computers including the Microsoft Office suite of programs
- High level of autonomy, dependability, and professional integrity is required to meet need to work independently with remote supervision
- Sensitivity to cultural diversity
- Current driver's license and access to a car
- Annual TB test
- 18 hours of continuing education per year
- No record of prohibited criminal convictions documented through a background check

**To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).**