THE ORGANIZATION
PLAN of Pennsylvania provides Planning, Trust, and Care Management Services to families of adults with mental illness, intellectual disability, autism, brain injury, and other lifelong disabilities. PLAN uses a strength-based approach to maximize the potential of our clients, resulting in peace of mind for both them and their families. PLAN was founded by families to answer the important question, “Who will care for my loved one when I am no longer able?” PLAN was founded in 1989 and serves clients throughout Southeastern Pennsylvania. For more information, see www.planofpa.org.

POSITION SUMMARY
The Care Manager is responsible for providing ongoing support and expertise to assigned clients and their families. The goal of our Care Management services is to enhance the client’s quality of life through meeting their individualized objectives as well as the objectives of their family or Special Needs Trust that has been established for the client. This position requires travel to/for client meetings within the Greater Philadelphia region (Bucks, Chester, Delaware, Montgomery, and Philadelphia counties).

Job Description:
• Complete clinical and social assessment of client and family needs and prepare appropriate paperwork including Personal Care Plan in identified timeframe. Assess and update the plan as necessary.
• Work with the client on a continual basis in accordance with the guidelines and objectives of the PLAN service contract.
• Serve as client advocate as necessary.
• Mobilize resources as needed to achieve expected goal(s) or to achieve desired clinical outcomes.
• Interact effectively with other PLAN staff to ensure that the financial and other support needs of the client are addressed.
• Accurately and timely complete all client documentation, billing and expenses.
• Respond timely to all phone calls.
• Utilize all available resources, private and county, government etc. to maximize client benefits and well-being.
• Support client as necessary including identification and referral to appropriate resources; crisis management; assistance with daily living activities; secure housing, public benefits, necessary medical care, home visits or transporting to and from appointments.
• Attend continuing education classes or other trainings to continually develop industry and clinical knowledge.
• Utilize effective problem solving skills to ensure the best/optimal outcome for the client.
• Assist client in establishing and following a realistic monthly budget.
• Other duties as assigned.
Qualifications:

- Minimum of Bachelors degree in Social Work; LSW, MSW or LCSW preferred.
- Minimum of 3 years case management experience in mental health related field required.
- Maintain current professional licensure.
- Excellent planning, organizational and interpersonal skills.
- Experience and understanding of government benefits, Social Security, Medicare, Medicaid, Section 8 Housing etc.
- Excellent communication and writing skills.
- Experience with Microsoft Office products and other software required.
- Understanding of budgeting and money management required.
- Valid PA driver license and proof of insurance required.

**SALARY & BENEFITS**

$38,000/year plus comprehensive benefits package

Submit resume to:

caremanagement@planofpa.org