

**The Arc of San Antonio  
Job Announcement**

**CLASS Program Case Manager**

**Job Function:** Serve as a case manager for the Community Living and Support Services (CLASS) program.

**Primary Work Hours:** 40 hours per week; combination on-site and work-from-home.

**Minimum Qualifications:**

- Bachelor's degree in a health and human services field and two years' work experience in the delivery of services and supports to persons with related conditions or similar disabilities; or
- High school diploma and four years' work experience in the delivery of services and supports to persons with related conditions or similar disabilities; or
- High school equivalency certificate issued in accordance with the law of the issuing state and four years' work experience in the delivery of services and supports to persons with related conditions or similar disabilities
- Bilingual (English and Spanish) preferred
- Proficiency in Word, Excel, and Outlook
- Excellent interpersonal, written/verbal communication, and organizational skills
- Ability to meet deadlines consistently
- Pass pre-employment background and drug screening

**Duties and Responsibilities:**

- Perform all required functions within specified time frames;
- Know each individual in his/her caseload personally and is familiar with their goals, needs, opportunities and problems;
- Advocate to increase opportunities for individuals by identifying resources in the community and working with the agency(s) to integrate these resources into the service plan;
- Enable individual to make informed choices regarding important aspects of life (such as housing, employment and relationships) and supports those decisions;
- Meet regularly with the individual and allies to discuss progress, problems and plans (whenever possible, such contact should occur where the individual lives, works, attends classes);
- Maintain a cooperative working relationship with the direct services agency and HHSC, including regular contact and consultation;
- Coordinate service planning and monitors services provided by the Direct Services Agency and non-waiver service providers to ensure quality and appropriateness and acts promptly to resolve problems;
- Maintain full, accurate and current documentation of evaluations, assessments, needs, progress, services, financial data and all other categories of information required under the waiver in each individual's record;
- Ensure that individuals are linked with needed Medicaid services not provided by the waiver,

resources and non-waiver services defined in their Individual Plan of Care. This includes referring participants who require supported employment or pre-vocational services to the Department of Assistive and Rehabilitative Services (DARS);

**In addition, the case manager must:**

Abide by all policies and procedures of The Arc of San Antonio per *The Arc Employee Handbook and Policies and Procedures Manual*;

Acquire at least 15 hours per year of professional development;

Participate in at least one weekend parent information session per year;

Participate in at least one resource fair per year.

**Compensation:** \$40,000/year

**Please send resumes to:** [yfuentes@arc-sa.org](mailto:yfuentes@arc-sa.org)