



Burke Job Posting / Job Description

Position Title

IDD Utilization Management – C.M. – IDD Authority - Lufkin, TX

Position Number

P #1709

General Description

This position will provide support to the Program Director of IDD Authority Services in monitoring Authority Services to ensure compliance with state and federal standards and to promote quality and efficiency in documentation. The IDDUM will be responsible for reviewing Person Directed Plans to ensure discovery toward the person's outcome is well documented and the outcome is person-centered. The IDDUM will also track and monitor all quarterly reviews to ensure all services and outcomes are being monitored and satisfaction and progress/lack of progress is documented. The IDDUM will be responsible for developing and tracking systems according to program guidelines and to ensure the timeliness of all documentation. This position will require some travel.

Education

Required: Bachelor's degree from an accredited college or university in Social work, Social Rehabilitation Psychology, or other Human Service field OR have a high school diploma or equivalent and two years of paid employment as a Case Manager in a state or federally funded Parent Case Management Program graduated of Policy Making or completed a university or college curriculum in service coordination that is approved by DADS or who was authorized by a local authority to provide case management prior to April 1, 1999.

Experience

Required: Three (3) years of experience as a Service Coordinator with a Local Authority

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs.) while carrying charts and equipment during a work day. Reliable transportation required.

Special Request/Comments

Required: Applicant must have excellent organizational skills; great typing skills and working knowledge of Microsoft word. Time management skills are a must to meet strict deadlines.

Hours

Generally, Monday-Friday; 8 a.m. - 5 p.m.

Salary

\$31,000 - \$36,000

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.