



**NORTHEAST CONTEMPORARY SERVICES, INC.  
JOB POSTING**

**Position:** Developmental Disabilities Case Manager

**Location:** Roseville, MN

**FTE Classification:** Full-time (40 hours per week, Monday through Friday); non-exempt

**Compensation:** \$14.05 per hour plus exceptional benefits; benefits include health insurance (small premium), dental insurance (small premium), 403(b) retirement plan (with employer match after one year of service), short-term disability insurance, term life insurance, 9 paid holidays, and a generous PTO plan. \*\*Eligibility for some benefits starts at 25 hours per week.

*Since 1967, Northeast Contemporary Services, Inc. (NCSI) has been providing exemplary services for individuals with intellectual and developmental disabilities as they explore and participate in employment and career building, educational and independent living skills, and retirement opportunities. NCSI's mission is to inspire and cultivate self-sufficiency in people with disabilities through expanding individual choices for fulfillment and improved quality of life. NCSI provides the following services: Day Support, Employment, Prevocational, Retirement, and Transportation.*

**GENERAL DESCRIPTION:**

Responsible for maintaining an average caseload of 14 adult consumers with intellectual and developmental disabilities, including service coordination, delivery and development. Ensure services increase opportunities for consumers to achieve desired outcomes, are consistent with goals identified in their Coordinated Service and Support Plans (CCSPs), and address vulnerabilities noticed in their Individual Abuse Prevention Plans (IAPPs) and Risk Management Plans (RMPs). **Responsibilities include the following on a daily/routine basis: direct service/facilitating program activities, assistance with personal cares, and driving passenger vehicles.**

**ESSENTIAL POSITION FUNCTIONS:**

1. Conduct assessments of the capabilities, needs, and interests of persons served according to licensing standards, NCSI protocols, and person-centered planning methods.
2. Complete tasks associated with service initiation for persons new to NCSI and complete reports per licensing standards.
3. Write the NCSI Coordinated Service and Support Addendums (CSSPAs) for persons served.
4. Promote and demonstrate person-centered thinking, planning, and program development.
5. Provide trainings and supports that are consistent with the methodologies identified in CSSPAs. Implement creative and interesting learning activities and actively engage persons served in those activities.
6. Maintain complete, accurate and up-to-date case records and progress review reports for persons served, including evaluating data to document progress made toward the achievement of goals, work tasks completed, etc.
7. Maintain relevant, timely and ongoing communication with NCSI staff, consumers, legal representatives, county case managers, parents/guardians, residential providers, transportation providers, employers, and others. Coordinate, facilitate, and participate in interdisciplinary team meetings and other meetings.
8. Adhere to safety standards, emergency procedures, positive support strategies, and NCSI procedures and protocols, and intervene as necessary, to prevent persons served from being harmed or harming others.
9. Respect and maintain the privacy of persons served.
10. Provide orientation, training and assistance to NCSI staff, substitute staff, volunteers, interns, and others as requested.
11. Transport (drive) consumers in 15-passenger and wheelchair lift-equipped vans/busses as requested for morning routes, afternoon routes, and outings.
12. Provide assistance to ambulatory, semi-ambulatory and non-ambulatory vehicle passengers to ensure passenger safety and in accordance with the standards and directives provided.

13. Other duties as assigned.

**POSITION REQUIREMENTS:**

1. Minimum of a Bachelor's degree in a field related to human services, or a minimum of 50 hours of education and training related to human services and disabilities and four years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older under the supervision of a staff person who meets the qualifications in 245D.081, Subp.2, paragraph (b), clauses (1) to (3).
2. Prefer familiarity with day training and rehabilitation services.
3. Excellent inter-personal skills and ability to effectively and respectfully communicate and interact with people of various cultural, educational and/or socio-economic backgrounds.
4. Excellent organizational and time management skills.
5. Excellent verbal and written communication skills.
6. Ability and willingness to perform responsibilities independently and without direct supervision.
7. Ability and willingness to perform tasks requiring wide ranging general and physical demands in varying environmental conditions.
8. Proficiency using a computer and office-based computer software (Word, Excel, Outlook, Explorer, etc.).
9. Must pass a background check, conducted by the Minnesota Department of Human Services, permitting direct contact services (without continuous, direct supervision), with clients receiving services.
10. Must meet driver licensure requirements as per agency policy, the requirements of the agency's insurance carrier(s), and as required by applicable regulatory agencies.
11. Must meet driving record requirements as per agency policy, the requirements of the agency's insurance carrier(s), and as required by applicable regulatory agencies.
12. Must pass a physical exam, conducted by a licensed medical examiner, certifying the ability to comply with the physical qualifications needed to drive a commercial motor vehicle.
13. Must be willing to work a varied schedule as needed.

**Open until filled. Qualified candidates should send a cover letter and resume to:**

**info@northeastcontemporaryservices.org**

**OR**

**Fax 651-636-3416**

**OR**

**NCSI, 2770 Cleveland Avenue North, Roseville, MN 55113**

NCSI offers exceptional benefits, a business casual environment, and free parking.

“An Interested Party will be considered an applicant only after the individual has complied with the application process and has indicated the specific position for which they are applying.”

NCSI is an equal opportunity employer.