



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: CASE MANAGER I-III

DEFINITION: Under general supervision, performs responsible case management services in public health programs.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I – Performs the routine duties of the classification.
Grade Level II – Performs the more complex duties of the classification.
Grade Level III – Performs the more complex duties of the classification and/or acts in a lead capacity.

EXAMPLES OF DUTIES:

- Conducts client intake and assessment, evaluating the client's needs and resources;
- Develops and assists in implementing on-going client service plans;
- Facilitates referrals to a variety of agencies;
- Documents client contracts and follow-up activities;
- Participates in case conference meetings;
- Participates in community case management forums;
- Provides families with in-home counseling visits;
- Maintains case records and required reporting documentation;
- May assign and review the work of subordinate personnel;
- May supervise, train and evaluate subordinate personnel;
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

High School diploma or equivalent and two years experience providing case management and/or related services. Education may be substituted for experience on a year-for-year basis.

A valid California motor vehicle operator's license may be required.

HISTORY:

- Established: 4/1/2000