STATE OF SOUTH CAROLINA

Department of Health and Human Services
1801 Main Street, Suite 224
Columbia, SC 29201

INVITES APPLICATIONS FOR THE POSITION OF:
Social Worker III, CLTC, Greenwood

An Equal Opportunity Employer

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OPENING DATE: 08/21/19

CLOSING DATE: Continuous

JOB TITLE: Social Worker III, CLTC, Greenwood

CLASS CODE: GB65

POSITION NUMBER: 60019555

SLOT NUMBER:

STATE SALARY RANGE:
$33,494.00 - $61,975.00 Annually

AGENCY HIRING RANGE - MIN: $33,494.00
AGENCY HIRING RANGE - MAX: $43,084.00

LOCATION: Greenwood County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:
RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:
All applicants must apply online.

JOB RESPONSIBILITIES:

Works under general supervision of Area Administrator. Primary case management quality assurance and compliance reviewer for the local CLTC office. Assists in the implementation of a system of case management for Medicaid eligible participants who are receiving community based waiver services including assisting other CLTC offices with essential job functions according to program needs. Assists with training other case managers in case management
activities and provides technical support for various Medicaid waivers such as Community Choices and HIV-AIDS. Travel to location of assigned cases is necessary. Maintains current knowledge of all CLTC programs and related systems including Phoenix information system.

- Oversees case management activities which includes initial visits, monthly monitoring, quarterly visits and re-evaluation visits, level of care determinations, service referrals, service level approvals, service authorizations, service planning, service coordination and Care Call activities. Ensures cases for enrollment are processed timely.
- Demonstrates daily productivity following timeliness standards according to CLTC policy and procedure.
- Enrolls Medicaid eligible applicants in various community based waivers and develops appropriate service plans and ensures applicable RSP is completed.
- Provides case management services to a small caseload of enrolled participants including initial, monthly, quarterly and re-evaluation activities, assessment, level of care determination, service referrals, service authorization, service planning and coordination.
- Provides case conferences and transfers enrolled participants to case management providers according to participant choice.
- Promotes and maintains lines of communication and a working relationship with service providers, vendors, contract providers, facilities, and SCDHHS staff.
- Reviews enrolled cases in Community Choices, HIV-AIDS, and Ventilator Dependent waivers for level of care determination and development of appropriate service plans.
- Reviews service justifications for enrolled cases in Community Choices, HIV-AIDS, and Ventilator Dependent waivers and approves/denies requests in Prior Approval section of Phoenix.
- Performs quality assurance reviews on case management activities which include assessment, evaluation, level of care determination, service referrals, service authorization, community based service planning and service coordination and monitoring, and follow up.
- Assists with case manager training as needed.
- Assists Area Administrator in program and data management. Makes suggestions for improvements, procedural changes, etc. as appropriate.
- Incorporates agency engagement efforts to affect positive change.
- Performs other duties as assigned.

**Must be able to work outside of the office environment effectively and efficiently. Travel to other CLTC areas may be required.**

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

Master's Degree in Social Work or welfare field accredited by the Council on Social Work Education and 2 years experience in a social work program, or a Bachelor Degree in Social Work with major course work in social science program and 4 years experience in a social work program.

**NECESSARY SPECIAL REQUIREMENT:** Current licensure as a Social Worker by the State of South Carolina Board of Social Work Examiners.

Must have a valid driver's license
Additional Requirements:

- Lifting Requirements: 20 lbs
- Required to drive routinely
- Must have access to a personal vehicle as needed
- Must be able to work outside of the office environment effectively and efficiently.
- Travel to other CLTC areas may be required.

PREFERRED QUALIFICATIONS:

- Gerontological preparation desirable.
- Skills in assessment and counseling.
- Must be able to perform web-based software functions (key data, run reports, update documents, etc.).
- Knowledge of service planning and service delivery for persons with disabilities.
- Skills in assessment, care planning and case management in long term care.
- Considerable knowledge of social, mental and cultural aspects of illness.
- Interpersonal skills for developing and maintaining participant, family and community relationships.
- Written and verbal skills in evaluating participants’ conditions and needs and interpreting and explaining CLTC program goals to participants, families and other community contacts.
- Knowledge of HIPAA regulations. Ability to multi-task within time frames and prioritize cases utilizing effective time management skills.
- Possess proficiency in computer skills.

ADDITIONAL COMMENTS:

Please complete the State application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position. Supplemental questions are considered part of your official application for qualification purposes. All applicants must apply online. All correspondence from the Office of Human Resources will be through electronic mail.

This position is located in Community Long Term Care, Greenwood County.

The South Carolina Department of Health and Human Services is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions, including, but not limited, to lactation), national origin, age (40 or older), disability or genetic information.

Social Worker III, CLTC, Greenwood Supplemental Questionnaire

* 1. The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the minimum qualification requirements. Failure to provide detailed and complete information may result in your
application being rejected. Any misrepresentation or omissions will result in your disqualification from employment and/or termination. When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. Please do not submit a resume in lieu of completing the Education, Work History and Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. I acknowledge that I have read, understand and agree with the above.

Yes    No

* 2. If selected to be hired for this position, are you willing to accept a salary within the posted range of $33,494 - $43,084?
   Yes    No

* 3. What is your highest level of education achieved?
   Doctorate Degree
   Master's Degree
   Bachelor's Degree
   Associate's Degree
   Some College
   High School Diploma
   GED
   Some High School

* 4. If you possess an Associate's degree, Bachelor's degree, Master's degree or Doctorate degree, in what field of study is your degree?

* 5. Do you have current licensure by the SC Board of Social Work Examiners? If yes, please list your license number.

* 6. Please check the box that reflects your overall years of experience in a social work program(s).
   No Experience
   Less than 1 year
   1 to 2 years
   2 to 3 years
   3 to 4 years
   4 to 5 years
   5 or more years

* 7. Please briefly describe your experience in a social work program(s).

* 8. Do you have a valid drivers license?
   Yes    No

* 9. Please provide your driver's license number and state of issuance.
*10. Have you ever been an employee of the SC Department of Health and Human Services? If yes, please list the department and your supervisor.

*11. Have you ever been employed with the State of South Carolina?
   Yes      No

*12. How did you hear about this position?
   SCDHHS Website
careers.sc.gov
Career Fair(s)
Information Session(s)
SCDHHS Employee
Job Ad(s)
Indeed.com
Higher Education Resource(s)
LinkedIn.com
NAMD
Careerbuilder.com
SCHA (Hospitalcareers.com)
Glassdoor.com

*13. If you learned of this posting from a SCDHHS employee, please list his/her name.

*14. What is your date of birth to include the year? (This information is gathered for the purposes of criminal record checks only and will not be forwarded to the hiring authority. The SCDHHS is an equal employment opportunity employer.)