



JOB DESCRIPTION

Job Title:	Independent Living Case Manager	FLSA Status:	Non-Exempt
Department:	Adult Services	Pay Grade:	
Reports To Title:	Adult Programs Supervisor	Effective Date:	2/21/2025
Positions Supervised:	None	Latest Revision:	2/21/2025

Job Purpose:

Determine the rehabilitation training needs of adults who are blind or visually impaired through assessment and intake. Develop a plan of services with clients to meet client goals for independent living. Coordinate needed Lighthouse services for clients to meet their independent living goals. Monitor client cases as they progress through their service plan toward goal completion and closure. Maintain client files in web-based database. Act as a liaison with Independent Living Counselors at the Division of Blind Services (DBS).

Essential Functions:

- Conduct comprehensive functional assessments to determine client rehabilitation training needs and current level of functioning
- Develop plans of service based on client goals
- Coordinate with instructional staff to schedule clients for services at Agency
- Compile and maintain all documentation, records, schedules, progress reports, correspondence, and related materials in web-based client management database
- Monitor and document client progress through their rehabilitation program through: meetings, phone calls, and correspondence with client; staffings; progress reports; and collaboration with other staff members and the Division of Blind Services
- Serve as the primary liaison and advocate between the Agency, the clients, their families, and DBS.
- Complete all reports as required by Agency and funding sources to document client progress, including evaluations, goals, and monthly progress
- Complete statistical information accordingly with DBS and Agency requirements
- Provide information to callers who inquire about the program and other community services
- Provide community education and awareness through scheduled presentations and outreach events
- Attend required Agency meetings and trainings
- Support Client Services Specialist through client intake process and track incoming clients and referrals

Nonessential Functions:

- Support Agency's fundraising efforts
- Perform other duties as assigned

Schedule

Monday-Friday, 8:00am-4:30pm
Onsite

Qualifications:

Education:

- Bachelor's Degree in Human Services or related field

Licensure or Certification:

- None

Experience:

- Minimum Two years field experience; working with people with disabilities preferred

Demonstrated Knowledge and Skills:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Effective time management skills
- Ability to self-motivate
- Ability to work as a team member

- Working knowledge of Microsoft Office applications
- Ability to use Internet for research

Physical Demands:

- Lift equipment used in performing job responsibilities

Requirements:

- Pass background checks
- Employee is responsible for timely transportation to and from all community-based instruction, training, education, and presentations.
- If privately owned motor vehicle is utilized for employment-related travel, the driver must possess a valid Florida driver's license, good driving record, and proof of the following level of motor vehicle insurance: \$100,000 / \$300,000 bodily injury, \$50,000 property damage, and work purposes endorsement.