

# David B. Secor

*“Providing Tailored Fits, Not Generic Solutions”*

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Employment Opportunity  
**Manager, Health Care Management Services**  
(Case Management)  
Reporting to: Director  
Columbia, MD

## **JOB SUMMARY:**

The HCMS manager is responsible for providing clinical supervision to a team responsible for coordinating member service, utilization, access, and concurrent review to ensure cost effective utilization of health, mental health, and substance abuse services.

## **PRIMARY RESPONSIBILITIES:**

1. Manages and oversees team responsible in case finding and coordinating those cases that involve comorbid conditions and need to be part of the case management/disease management track.
2. Manages and evaluates team's performance and ensure adherence to department's standards
3. Responsible for coordination and service delivery to include member assessment of physical and psychological factors.
4. Works with providers to establish short and long term goals that meet the member's need, functional abilities and referral sources requirements.
5. Communicates care plan objectives utilizing community resources to individuals, departments, and providers identified as having a role in the care of members.
7. Coordinates the identifications of members with potential for high risk complications.
8. Assesses members' present level of physical/mental impairment utilizing defined criteria and methodology.
9. Demonstrates understanding of the physical and psychological characteristics of illness, disabilities and wellness and makes referrals when appropriate.
11. Review benefit systems and cost benefit analysis.
12. Evaluates the member against level of care criteria.
13. Demonstrates knowledge of utilization management targets.
14. Acquires data and evaluates necessary medical, mental health and substance abuse service for cost containment.

15. Requests direction from Medical Director on complex healthcare issues.  
Maintains member confidentiality and respect of the patient bill of rights.

**EDUCATION AND EXPERIENCE:**

Bachelors or Masters Degree

RN, or PA, or LSW, or LPC

Certified Case Manager

**EXPERIENCE:**

Three years experience in health Care Management

- Knowledge of community resources
- Basic Computer skills to include Microsoft Word and Excel
- Ability to provide supervision to multidisciplinary team
- Strong decision making skills
- Ability to provide services in an environment that involves multiple health, mental health and substance abuse care systems.
- Ability to interact with all relevant components of the health and behavioral health care systems

Self starter with the ability to handle multiple projects at one time