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# Example of Case Management Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of case management specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for case management specialist

* Making referrals to agencies and facilities to assist with discharge referrals and continuity of care
* Arranging transportation as needed for patients at discharge
* Responsible for performing a variety of tasks requiring independent judgement and initiative
* Establishes and maintains effective working relationships with other departments/ service lines
* Establishes and maintains strong positive communication with patients and families
* Notarizes necessary documents as needed
* Coordinates and prepares CM Float Pool assignments daily
* Maintains barrier lists, analyses same Audits for completed clinical reviews and maintains a running log
* Confirms managed care reviews are submitted timely
* Participates in weekday CM Cn Calls, updating approval / denial info directly into ACM Auth program

## Qualifications for case management specialist

* Diploma RN or Associates Degree in Nursing, or Licensed Practical Nurse (LPN), or Bachelors social Work (BSW), Licensed Professional Counselor (LPC)
* Experience in substance abuse and/or mental health
* Professional integrity in handling confidential manners
* Minimal-Physically capable of standing, walking, stooping, bending, and lifting up to ten pounds
* Detail orientation with an ability to maintain a high level of accuracy and efficiency with data entry
* Excellent ability to develop and implement organizational systems