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# Example of Case Management Specialist Job Description

Our growing company is looking to fill the role of case management specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for case management specialist

* Conducts studies and prepares reports for the utilization review committee, case mgmt
* Formats policy and procedures
* Compiles a variety of narrative and statistical department reports locating sources of information, develop forms
* Coordinates meetings, maintains logs, completes and distributes minutes
* Coordinates Provider Networking On Site , including the preparation of provider packets
* Maintains sign in records and insures HIPPA guidelines are followed
* Coordinates case mgmt
* Completes PPts for in-services / training , coordinates training, issues CEUs, maintains training records
* Maintains Case Management Shared Drive
* Review the Compliance Documentation Management Program (CDMP) and reconciliations

## Qualifications for case management specialist

* Current Registered Nurse Michigan Licensure, Current Licensed Practical Nurse, Licensed Professional Counselor or Bachelors Social Work
* Bachelor or Masters level Therapist preferred
* Certification in Case Management, Utilization Review or QualityUtilization review and discharge planning experience
* Prior customer service or secretarial experience preferred
* Ability to organize and utilize work hours effectively and with minimal supervision
* Master’s Degree in Social Work or related field from an accredited educational institution required