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# Example of Disability Case Manager Job Description

Our growing company is hiring for a disability case manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for disability case manager

* Interacts frequently with faculty/instructional staff and student service areas of the College on the provision of accommodations on the caseload
* Facilitates student referrals to other campus offices or community agencies
* Assists with or participates in meetings, trainings, orientation and other campus events
* Attends divisional or college meetings as required with the Director
* More than 50% of your workload will support clients whose preferred language is Vietnamese
* Effectively determine metrics Required to measure effectiveness of leave management process
* Review Associate employment date, leave history, and benefit elections to determine eligibility and/or discrepancies, forwarding notification to Associate
* Manage Associate data including, but not limited to, updating Associates’ FML days, correcting eligibility, entering return to work dates
* Compile metrics that can be used to evaluate the effectiveness of leave management policy, procedures and processes
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## Qualifications for disability case manager

* Minimum of 2 years occupational case management or medical surgery experience preferred
* Case Management experience, Certified Case Manager (CCM) accreditation, and/or Certification in Occupational Health Nursing (COHN) preferred
* Working knowledge of disability management practices, workers compensation laws and policies such as Family Medical Leave Act, American’s with Disability Act, 1973 Rehabilitation Act-Section 503, medical privacy regulations and Human Resources Management practices preferred
* Available for frequent, short notice travel within the service territory
* Working knowledge of data base systems for use in performing job (RiskMaster, PeopleSoft, ) preferred
* Experience working in disability services, evaluating documentation, determining accommodations, and promoting universal design and/or accessible technologies