

Job Title:	Associate Lifecare Manager/Guardian Representative
Department:	Clinical
Company:	LCI or LCG
Supervisor:	Lifecare Manager/Guardian Representative Supervisor
Job Status:	Exempt

Position Overview:

The Associate Lifecare Manager/Guardian Representative (ALM/GR) assists the Lifecare Manager/Guardian Representative Supervisor (LM/GRS) on client cases. The ALM/GR reports directly to and works under the supervision of the LM/GRS.

Duties and Responsibilities:

- Perform client related tasks/projects for client/estate as directed by the LM/GRS
- Update Manager on status of clients and projects
- Maintain client documentation and complete reports per company policy
- Research residential facilities for clients as appropriate
- Coordinate property management services (i.e., client return/move to home residence, environmental safety inspections, etc.)
- Assist in financial management, audits, and management of entitlements
- Ensure all client needs are met
- Arrange services for client through medical or other ancillary providers
- Meet billing quota
- At management's discretion may be part of On-Call rotation per company policy
- Perform other related duties as assigned

Qualifications and Requirements:

- Master's degree in psychology, social work, human services or another related field or Bachelor's degree with 5+ years of experience in social services or another related field
- Valid driver's license, auto insurance, and reliable vehicle to travel for client related work
- Strong computer skills in MS Office, Adobe, etc.
- Ability to work independently and in a team setting
- Good listening skills; sensitive to the needs of clients
- Demonstrated communication skills both verbal, and written
- Ability to thrive in a fast paced, deadline driven environment