

Home Care and Case Management Supervisor
MN Department of Human Services (DHS)
St. Paul, MN

Great opportunity to join a leader in Human Services and make a positive impact on our services!

We have a rewarding career opportunity for an experienced home care services professional to join the Home Care and Case Management Unit of the DHS Disability Services Division. In this position you will supervise and coordinate the efforts of the Home Care and case management services unit and work with legislative staff and internal/external stakeholders to develop and implement new programs and make improvements to the current Home Care and case management systems. This is a great opportunity to put your expertise, creativity, skills and abilities to work, making a difference in the lives of others!

Job Description:

- Manage effective and efficient operations and assure outcomes are consistent with division goals.
- Directly supervise staff using DHS HR management practices and concepts.
- Manage overall design, development and implementation of Home Care and case management programs.
- Help to define and then manage the division's strategic plan, direction and overall work priorities.
- Assist with the analysis, development and coordination of division legislative proposals.
- Analyze, prepare and present research on litigation and appeals regarding compliance issues.

Required Qualifications:

- Bachelor's Degree in public administration, social work, nursing or closely related field.
- At least 3 years of advanced professional experience in Home Care services including Personal Care Services (PC), Private Duty Nursing (PDN) and Home Health Care (HHC).
- Knowledge of Home and Community-Based Services practices sufficient to supervise home care and case management policy development staff.
- Understanding of staff development, supervision and team building.
- Leadership, management and group facilitation skills.

Preferred Qualifications:

- Advanced knowledge of legislative process, state government and DHS policies.
- Advanced experience with planning, assessment and analysis processes.
- Broad based knowledge of medical and social needs and supports for persons with disabilities.
- Understanding of the State's health and continuing care programs, systems, financing, coverage and administrative operations.
- Knowledge of organizational change management and system strategies and applications.
- Ability to create operational plans/reports, organize and monitor detailed projects.
- Ability to use process improvement, program redesign and related improvement techniques.
- Experience in establishing project goals and expectations and to evaluate results.
- Experience planning and facilitating meetings, eliciting opinions and getting group consensus.
- Ability to project competence and confidence in dealing with legislators and high level leaders.

Benefits:

In addition to a competitive salary, the State of Minnesota offers excellent employee benefits, such as low-cost health and dental insurance, and affordable dependent coverage. Other benefits include:

- Paid vacation time
- Paid sick time
- 11 paid holidays
- Life insurance (optional family)
- Long-term care insurance (spouse/parent)
- Ongoing educational opportunities
- Short-term disability
- Long-term disability
- Health care savings plan
- Pension and retirement savings plan
- Pre-tax benefits
- Credit union membership available
- Optional retirement savings plan

Contact us! The Recruitment Office is glad to answer any questions you may have about this or other career opportunities. Contact us for more information or submit your resume by email (please reference the **“Home Care and Case Management Supervisor”** position in the subject line):

Phone/Job Hotline: 651-431-3674 or 800-657-3643

Email: sos.recruitment@state.mn.us

DEADLINE TO SUBMIT YOUR RESUME IS 12 NOON on WEDNESDAY, FEBRUARY 15th, 2012.

The Recruitment Office will contact you within 2 business days regarding your inquiry.

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