



ADVOCACY RESOURCES COMMITMENT  
Serving individuals with disabilities and their families.

**Position Announcement  
ARC of Greater Milwaukee  
Care Management Unit (CMU)**

ARC of Greater Milwaukee is looking to hire a Care Manager to join our Care Management Unit (CMU) to deliver Family Care services. ARC's mission is to improve the quality of life for individuals with developmental and related disabilities, their families and the greater Milwaukee community through information, education and life planning programs.

The Care Manager will be responsible for providing information, advocacy, assessment, monitoring and care coordination services to individuals with developmental disabilities and related disabilities and their families. Strong written and verbal communication skills; ability to promote programs and services a must. Please see attached job description for additional information.

Bachelors Degree required. One year experience in working with individuals with disabilities experience required. Conversational Spanish skills desired. Personal transportation and insurance required. Excellent benefits. EOE. If you are interested in this position, please forward resume and cover letter to:

**Program Manager  
ARC of Greater Milwaukee  
7203 W. Center Street  
Wauwatosa, WI 53210  
information@arcmilwaukee.org  
www.arcmilwaukee.org**

*Celebrating 60 years of service to individuals with disabilities,  
their families and the greater Milwaukee community.*

**ARC of Greater Milwaukee Inc.  
Position Description**

**Position Title:** Care Manager  
**Reports To:** Program Manager/Lead Supervisor

**PRIMARY RESPONSIBILITIES:**

1. Provide comprehensive assessment and evaluation services to individuals with disabilities and older adults served under ARC's Care Management Unit as part of the Family Care Program.
2. Establish and monitor Individual Care Plans for individuals (members) served under the program.
3. Provide intervention and coordination with family members and service providers as necessary to promote safety, independence and foster community integration for each member.
4. Perform routine monitoring services to ensure the safety of those served.
5. Provide crisis intervention as needed and coordination with other health, behavioral and medical providers.
6. Participate as an active member of the members Interdisciplinary Team.
7. Monitor caseload and prepare written reports, correspondence and program documentation for agency purposes and for funding sources.
8. Represent the interests of ARC and people with disabilities and older adults in various community wide committee and coalitions.
9. Administer policies and procedures effectively and perform related duties as required or delegated by supervisor.

**QUALIFICATIONS:**

1. Bachelor's degree in Social Work or related field required.
2. One or more years of direct experience in serving individuals with disabilities and/or older adults.
3. Excellent written and oral communication skills with the ability to communicate key information clearly and in a timely manner.
4. Experience in serving people with developmental disabilities and knowledge of the Milwaukee County service system.
5. Excellent computer skills, including knowledge of Microsoft Office Suite.
6. A valid Wisconsin Driver's license and vehicle.

Salary based on experience. ARC offers a comprehensive salary and benefits package.