
CASE MANAGER RESUME

A case manager serves to provide options and services that are available to meet the unique needs of individuals and families. Case managers must be able to effectively plan, assist, evaluate, and coordinate care to carry out a client's needs. Case management workers must also be able to communicate and work with patients and their physicians to achieve an optimal health care plan to aid in their well-being, as well as conducting a review of the medical record to facilitate appropriate treatment and services.

A typical case manager resume should include the educational requirements indicating the candidate possesses the necessary skills, training, and credentials to carry out duties. Likewise, candidates should include work history and any experiences that may add to their qualifications. Below are three individual case manager resume format options listed accordingly by the varying work experience levels.

Entry-Level Resume

A case manager position is a suitable entry-level career choice for those who may have some form of experience in similar types of work along with skills that would be beneficial to the job. While an individual seeking a job as a case manager may find employment with minimal academic training, it is substantially beneficial if the candidate possesses any licenses, certifications, or degrees in advanced education applicable to the job. For instance, Mr. Baker in the case manager resume example below would be a considerable candidate for the job based on the online training and work experience in health care he has presented.

SUMMARY:

Motivated and compassionate candidate seeking employment for a case manager position to help in assisting others. Experienced working in health care with excellent communication skills. Familiar with electronic medical records and software in health management systems.

EDUCATION:

RELEVANT SKILLS:

TRAINING EXPERIENCE:

REFERENCES:

Mid-Level Professional Resume

Mid-level professional case managers are those who have worked for a minimum of three years as well as attained a college degree in relevant fields. An Associate's or Bachelor's degree in human services, social work, or gerontology is preferred in addition to working experience in these areas. Mr. Gilliam in the following case manager resume sample has been employed for over 3 years as a social worker and demonstrates professional skills acquired in his profession.

Rodney Gilliam

73 Jackson Street | Kentwood, LA 70444 | Home: 985-369-4165 | Email: [email]

Social Worker

Three and a half years of experience offering consultation services to clients and families

- **Crisis Management:** Assist clients with their individual needs, offer community outreach, coordinate care plans with professional supervisors and other clinical staff.
- **Assessment and Evaluation:** Review and assess client's needs, communicate client's rights, serve as a client's connection between families and other organizations or parties, discuss goals and coordinate with supervisors on specific cases.
- **Organizing Paperwork:** Collect and process clinical data, deliver paperwork to appropriate personnel.

TECHNICAL SKILLS:

- **Electronic medical records:** Familiar with working in EMR systems for collection and input of clinical data.

- **Operating systems:** Proficient in all Microsoft Office applications and all versions of Windows and Mac.

EXPERIENCE:

Kentwood Rehabilitation Center – Kentwood, LA
Social Worker, 2013 to Present

Experienced Professional Case Manager Resume

A candidate with a minimum work experience level of seven years in case management or social work is considered an experienced professional. Experienced case managers can expect a higher salary based on the advanced level of education, work experience, and relevant skills to the job which they possess as reflected on the resume. Credentials and licensures attained should also be noted. Refer to the case manager sample resume presented below which lists experiences in three different jobs and specialized skills that would be very advantageous in a professional case manager resume.

Louise Hamilton

Email: [email]

54 5th Avenue | New Orleans, LA 70114 | H: (318) 756-3121 | C: (318) 521-9785

REGISTERED NURSE CASE MANAGER

Experienced RN and highly trained case manager seeking a position that offers new opportunities to become an effective leader in the health care industry. Excellent critical thinking and decision-making skills in health care systems. Experienced social and clinical work with a variety of clients including children, elderly, and disabled individuals.

Additional skills and training include:

***Analysis of health care policies | Clinical RN experience | Evaluation of quality services
Home health care plan implementation | Problem-Solving***

RELEVANT EXPERIENCE:

Home Health Care 2000 – **Registered Nurse Case Manager**, New Orleans, LA
2009-Present

Hospice Care – **Medical Social Worker**, New Orleans, LA
2007-2009

Conducted assessments to provide patient care in homes based on their health issues and goals. Maintained documentation for accuracy, completeness, and efficient processing. Communicated with patients' families regarding end of life care, consoled families in dire situations and provided assistance in counseling services. Provided assistive care services to adults, children, and senior citizens on location.

Kenner Health Clinic – **RN Clinic Executive**, Kenner, LA
2004-2007

Facilitated nursing care duties to patients accordingly, demonstrated knowledge in processes of diseases. Assessed patients and documented vitals and medical history, collaborated with physicians and clinical staff on physical and psychological analysis. Carried out infection control practices for patient and clinical staff well-being; worked with various medical equipment and supplies.

EDUCATION AND PROFESSIONAL DEVELOPMENT:

Tulane University – **New Orleans, LA**
2000-2004

Master of Science Degree in Nursing

Licensed RN by Louisiana State Board of Registered Nurses

Completed certification credentials in case management in 2006 by the Commission for Case Manager Certification.

REFERENCES AVAILABLE UPON REQUEST:

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