JOB TITLE: Care Manager

JOB SUMMARY: Under the supervision of the Director of the Seniors at Home program, the Care Manager provides responsive, comprehensive assessments and services to the older adult population served by JFCS in the Peninsula region. The Care Manager is flexible, customer-service oriented and highly skilled in planning with older adults and their families for the senior's future. This is a 100% direct service position. The Care Manager understands and assists in meeting budget and services goals, understands the mission and objectives of Jewish Family and Children’s Services and works within the limitations of the Agency’s resources and performs all duties in compliance with agency standards.

PRIMARY JOB DUTIES AND RESPONSIBILITIES

1. Responds promptly to all referrals upon assignment, setting up a home visit, or an office visit if client requests, as soon as possible.
2. Implements a thorough assessment in the senior's home, including completing a goal-oriented care plan that is given to the client and his/her family.
3. Provides counseling, financial aid and/or case management services, based on the assessment and the Seniors At Home protocols for service.
4. Updates care plans on a regular basis.
5. Works closely with family members and other community representatives to insure that the client's needs are met.
6. Closes case records in a timely fashion, in accordance with the Seniors•At•Home protocols for service.
7. Refers client/family to other services of Jewish Family and Children's Services when indicated.
8. Actively participates in the Peninsula and San Francisco Seniors•At•Home teams and collaborates with all staff on behalf of clients.
9. Using the computer completes all charting and forms on a weekly basis.
10. Sets and collects fees from clients, based on the JFCS Fee Schedule, as indicated.
11. Participates in Agency trainings, consultation and staff meetings, including responsibility for the preparation and presentation of material as requested.
12. Complies with all contract and grant requirements, as indicated.
QUALIFICATIONS

- MSW, with LCSW preferred, or M.A. in Gerontology.
- Two years experience providing care management to seniors required.
- Ability to form relationships with seniors and their families.
- Ability to use the computer as a tracking and planning tool.
- Ability to work independently and as part of a team.
- Interest in working in a social services setting.
- Car and current driver’s license.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This is a full-time, salaried, exempt position with benefits. To be considered for this position you must meet the requirements listed above. This position is located in Palo Alto and does not offer relocation packages.

If you like what you see, you'll like what we do. We want to bring on people who want to help us get much better at what we do. Please submit a resume and cover letter to TraciD@jfcs.org. In your cover letter please describe your specific interest in this position and explain how your experience and skills are applicable.

For more information about our organization, please visit: http://www.jfcs.org

All qualified applicants are encouraged to apply, including minorities, women, veterans, and disabled individuals. Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with Federal, state and local laws, including but not limited to the San Francisco Fair Chance Ordinance. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, protected veteran, or disability status. JFCS is an Equal Opportunity Employer.