



Title: Case Manager

Date: January 2018

Reports To: Director of Resident Services

Location: Coleman House

\$20 hourly rate, 15 hours per week – Grant Funded Position

GENERAL SUMMARY

Jewish Community Housing for the Elderly (JCHE) provides safe and affordable independent housing where adults of all backgrounds age in community. The Case Manager is part of a dynamic, innovative team that utilizes cutting edge best practices to support and enhance residents' experience.

ESSENTIAL JOB FUNCTIONS

- Conduct comprehensive in-home assessments of residents to help determine needs and eligibility for government subsidized services
- Create care plans and coordinate and monitor services
- Communicate and consult with team members, family members, Springwell staff and other community professionals
- Report all suspected neglect/abuse situations to appropriate agency
- Work collaboratively with other resident service staff and staff of other departments, e.g. Volunteer Services
- Maintain confidential records on tenants, including data entry into computer database
- Actively create and sustain partnerships with community-based supportive services providers

OTHER DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Assist residents with agencies providing support services concerning, Social Security, SSI, Medicare, MassHealth, SNAP benefits, transportation, etc.
- Participate in staff meetings, case conferences and trainings
- Other duties as assigned

PREPARATION, KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree required. Degree in Social Work, human services, nursing, psychology, sociology or related field preferred
- MA Social work license or eligibility for MA Social Work license preferred
- Bilingual Russian-English preferred
- Experience in community services and entitlement programs provided to older adults
- Excellent communication skills
- Strong organizational skills involving the ability to manage time effectively
- Able to work independently and collaboratively as indicated
- Good problem solving skills
- Comfort and competency with basic computer programs

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*