

POSITION DESCRIPTION
LAKE COUNTY COUNCIL ON AGING
An Equal Opportunity Employer

Position Title: Case Manager

Department: Case Management

Benefits: Competitive Salary
Health Insurance, Pd. Vacation + Sick Time,
Holidays, 403B, Travel expenses.

FLSA Classification: Exempt

General Purpose for Job: Provide a spectrum of case management services for older adult clients, their families and caregivers, which include conducting initial assessments, developing, implementing, evaluating and revising comprehensive care plans, referring clients to appropriate service providers, conducting follow-up as needed and coordinating and maximizing services received. Maintain detailed client records.

Reporting Structure for: Case Manager

Department Director or Administrator: Director for Social Services

DUTIES

- **Provide casemanagement services for assigned older adult clients, their families and Caregivers, including:**
 - Conducting initial and periodic follow-up evaluations and assessments of older adults' physical, mental and emotional well-being via home visits and personal interviews.
 - Developing a comprehensive care plan; balancing recommendations for services and providers needed to safeguard or enhance the well-being and independence of older adult clients with respect for the clients' right of self-determination. Evaluating and modifying plans as needed.
 - Referring clients to appropriate service providers; monitoring and coordinating provision of services to ensure maximum benefit to the client; follow-up as needed.
 - Notifying and involving appropriate entities or individuals as may be legally or ethically necessary to ensure the clients' well-being.
 - Meeting and conferring with family members or significant others as requested.
 - On-going visits with clients to provide follow-up and care plan review and renewal.
 - Providing information and applying problem-solving skills when responding to client inquiries.
 - Documenting details of client interactions; recommendations; etc. in accordance with internal and external reporting requirements.
- **Schedule, document and coordinate services to clients**
 - Coordinate agency services including notification to nutrition sites to start and end services, scheduling appointments for targeted services, etc.
 - Schedule client appointments for external agencies or service providers and facilitate clients' appearance at the appointment by providing directions, arranging transportation, etc.

- **Be of general assistance to the department or agency**
 - As assigned, assume responsibility for the agency's information and referral telephone line By providing information in response to inquiries and/or recommending a course of action or making referrals as appropriate.
 - As assigned, staff agency 'late hours'.
 - Attend and actively participate in agency and departmental meetings and trainings.
 - Gather and compile data as needed.
 - Remain current on developments in the aging field, including timely completion of CEU licensure requirements.
- **Represent and promote the agency and the concept of seniors' well-being**
 - Work at agency-sponsored events, speaking with visitors and disseminating information
 - Solicit invitations for others representing the agency to speak on topics related to aging
 - Network with other agencies and professionals and participate in agency and community-sponsored events

MINIMUM EDUCATION AND EXPERIENCE

Education: Bachelor's degree in Social Work.

Experience: A minimum of one year experience working as a licensed social worker. Experience working with geriatric clients is preferred.

License, Certification or Other Requirements: Licensed Social Worker in the state of Ohio; CPR and First Aid certification; negative TB test; acceptable criminal history background check; valid and current state of Ohio driver's license and a driving record acceptable to the agency and its' insurer.

Physical Demands: Frequent walking and climbing stairs; lifting light weight (2-5 pounds). Occasional Working in awkward or confined positions; standing for long periods of time; bending and stooping; and lifting moderate weight (6-19 pounds).

Scheduling Demands and Constraints: A reliable car for use on all workdays is required.

To Apply for this position:

- 1) **Send Resume and Cover Letter to:**
Human Resources
c/o Lake County Council on Aging
8520 East Ave.
Mentor, Ohio 44060
- 2) **Download the application and email to HR@lcco.org**