Job Posting

Position: Geriatric Services Case Manager
Department: Clinical & Community Services
Reports to: Geriatric Services Manager
Application Process: Email resume and cover letter to Leah Zaas at leahz@jfsannarbor.org. No phone calls, please.

Overview of Position
To provide case management, and resource advocacy to clients including older adults and their families in order to maximize functioning and improve their quality of life.

Requirements
1. Identifies community resources relevant to client needs, makes appropriate referrals, and follows up to monitor service delivery.
2. Advocates for the client with other service providers to ensure that service needs are met and that a supportive network is in place.
3. Communicates with family members and caregivers in order to coordinate services and enhance client functioning.
4. Maintains client documentation standards by preparing and completing, in a timely manner, all required records and reports for all assigned clients, electronically in database and in paper files.
5. Help client access services internally including but not limited to JFS Transportation Department, Food Pantry, and Community Services Department.
6. Maintains client confidence and protects operations by keeping information confidential.
7. Works closely with other outside service providers included but not limited to health systems, caregivers, volunteers and data collectors to coordinate entirety of program.
8. Assist with volunteer recruitment and coordination.
9. Ensures dissemination and comprehension of information inter and intra agency by appropriate written, oral and technological communications.
10. Promotes and conducts outreach and delivery of Older Adult groups, programs and events.

Employment Qualifications
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimum of a Bachelor’s degree in Social Work and 1 years experience working with the older adult population.