



## **Multi Purpose Senior Services Program**

Invites Applications for the position of a

### **Maternity Leave**

### **Social Work Care Manager**

### **Full-Time**



The Multipurpose Senior Service Program (MSSP), a division of Choice in Aging has an immediate opening for a Full-Time (M-F) Social Work Care Manager.

The Social Work Care Manager (SWCM) functions as a geriatric care manager for frail low-income elders enrolled in the MSSP Medi-Cal Waiver program. The SWCM evaluates the potential client as a total person and identifies the functional limitations that impede independent living. He/she plans, provides and coordinates a wide range of services to assist clients in avoiding nursing home placement and to remain safely living independently. The SWCM is responsible for the following activities:

#### **Case Management:**

1. Develop care plans for each assigned client following California Department of Aging MSSP protocol.
2. Coordinate services for socially and medically complex clients.
3. Monitor health and/or psychosocial changes in clients through monthly contacts with client, family and professionals.
4. Participate in case consultation with MSSP nursing consultants.
5. Arrange medical/social services for clients within budgetary and contractual guidelines.
6. Collaborate with health care and social service coordinators of other agencies and hospitals to maximize use of community services.
7. Plan termination of clients using MSSP protocol for which services are no longer necessary or appropriate.
8. Refer to APS any suspected cases of abuse, neglect or exploitation.
9. Consult regularly with Supervisor on issues related to caseload, focusing on challenging cases and unfamiliar procedures.
10. Participate in MSSP quality assurance activities.

#### **Client Selection/Assessment:**

1. Screen applicants into MSSP using established criteria.
2. Conduct enrollment visits to pre-screened clients to assess eligibility and enroll per program criteria.
3. Conduct in-depth assessments according to MSSP protocol.
4. Reassess clients annually or as necessary.

#### **Record Keeping:**

1. Responsible for completing all required documentation of care management activity for assigned clients using MSSP protocol.
2. Responsible for supplying accurate data for management information system and required reports.
3. Use a computer to complete assessments, summaries, care plans and case notes.

**Service Provision:**

1. Maintain a current resource file on service providers and vendors and share new resources with team members.
2. Assist with locating new providers and evaluating old service providers by sharing information with colleagues and management.
3. Communicate regularly with service providers to assure satisfactory service delivery.

**Outreach Activities:**

1. Participate in public relations activities to increase number of clients and assist in development of MSSP.
2. Give feedback to referring parties regarding appropriateness of referrals and capacity of MSSP to address identified needs.

**Hours:** 40 hours per week Monday through Friday

**Qualifications:**

1. Master's degree in social work, psychology, counseling, rehabilitation, gerontology, sociology, or related field.  
AND
2. Two years experience working people with frail elders.

**Application:**

Attn: Director of Human Resources

Attn: MSSP Social Work Care Manager

Email or fax resume and cover letter to: [employment@choiceinaging.org](mailto:employment@choiceinaging.org), Fax: (925) 682-6375,

**Please note:** The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. No phone calls please.

Visit [www.choiceinaging.org](http://www.choiceinaging.org) to learn more about MSSP  
Choice in Aging is an Equal Opportunity Employer.