



Choice in Aging
invites applicants to apply for our
Social Work Care Manager
Full - Time

Essential Functions:

Case Management

1. Develop care plan 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;
11. All other duties assigned by supervisor.

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.

Miscellaneous

1. Provide backup support to absent care managers when needed.
2. Participate in Care Management staff meetings and required trainings.
3. Participate in professional meetings, conferences and workshops to enhance professional skills.
4. Perform other duties as required to enable the unit to maintain its service commitment and work as an effective interdisciplinary team, including periodically escorting visiting professionals on home visits to demonstrate community based care management.

Determinants of Success:

1. Demonstrates proficiency in providing or arranging age specific care to the adult/geriatric population in the community setting.
2. Applies clinical social work skills as outlined in the Business, Professions and Ethics Code of California.
3. Demonstrates personal resourcefulness and control in responding appropriately to emergency situations. Uses flexible approach in dealing with issues, problems and changes.
4. Displays interpersonal skills to communicate effectively with colleagues, vendors, clients, families, care providers and administrators, both verbally and in writing.
5. Works independently in a community setting to support both client autonomy and client safety involving the client in all phases of care management practice to the greatest extent possible.
6. Intervenes at the systems level to support existing care management services and expand the supply of and improve access to needed services.
7. Uses formal health care and documentation techniques. Uses software programs to support the program goal of an electronic data management system.
8. Practices appropriate task prioritization and discipline to maintain smoothly operating program. Looks for way to improve operation.

Minimum Qualifications:

1. Master's Degree in Social Work, Psychology, Counseling, Rehabilitation, Gerontology or Sociology plus one year working with the elderly; or
2. Bachelor's Degree in one of the above fields, and two years experience working with the elderly.
3. Position requires extensive client contact by phone and in person.
4. SWCM must have ability to communicate in English, in both written and verbal forms.
5. There will be frequent travel to clients' homes throughout West, Central and East Contra Costa County.
6. Must have valid California Driver's license, clean DMV record and automobile insurance.
7. The SWCM must possess skills to manage care for vulnerable crisis-prone client with diverse medical and social problems.
8. Computer literacy to input electronic data management system.
9. Current first aid/CPR certification required.
10. Must pass Department of Justice fingerprint clearance.

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.**

Application:

Email resume and cover letter to: employment@choiceinaging.org

Fax resume and cover letter to: (925) 682-6375

Subject: MSSP, Social Work Care Manager

Attention: Director of Human Resources

Visit www.choiceinaging.org to learn more about Choice in Aging
CiA is an Equal Opportunity Employer