



Social Work Care Manager (Pleasant Hill)

The Social Work Care Manager (SWCM) functions as a geriatric care manager for frail low-income elders enrolled in the 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.
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 the nurse care manager.
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 the use of community services.
7. Plan termination of clients 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.

Client Selection/Assessment:

1. Conduct initial screening to determine appropriateness of referral
2. Conduct enrollment visits to pre-screened clients to assess eligibility and enroll per program criteria.
3. Coordinates admission and assessment process program director and Inter-Disciplinary Team
4. Communicate with and reassess clients monthly, quarterly, annually based on Department of Aging protocol.

Record Keeping:

1. Responsible for completing all required documentation for assigned clients.
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 Referrals:

1. Maintain and update a 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.
3. Communicate regularly with service providers to assure satisfactory service delivery.

Outreach Activities:

1. Participate in public relations activities to increase the number of clients
2. Establish community based referral resources through a systematic outreach effort including in-person presentations and meetings, staffing health fairs and community events, mailings, telephone contacts, email and other strategies as needed

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. Must possess skills to manage care for vulnerable crisis-prone client with diverse medical and social problems.
4. SWCM must have ability to communicate in English, in both written and verbal forms. Also Spanish would be a plus.
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.

Job Type: Full-time (40 hrs/week)

Monday-Friday (Closed on all major holidays)

Hourly Rate: \$26.00-\$27.00 per hour

*Application: Email resume and cover letter to: employment@choiceinaging.org Fax resume: 925-849-1784 Subject Line: *Title of Open Position* 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*