

**POSITION TITLE:** Care Manager Full Time  
**DEPARTMENT:** OAS - Care Management Program  
**REPORT TO:** Director of Senior Home Services

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## **I. POSITION OVERVIEW**

Under the supervision of the Director of Senior Home Services, the Care Manager is responsible for administering the day-to-day operations of the Care Management Program.

## **II. DUTIES AND RESPONSIBILITIES (\*Essential Functions)**

- \*A. Receive and process referrals for the Care Management Program.
- \*B. Perform initial assessments to screen for eligible clients and ongoing assessments of clients as required by funding sources.
- \*C. Provide on-going case management services.
- \*D. Maintain client caseload and visit schedule as required by the funding sources.
- \*E. Maintain records and statistics as required by external funding sources and Bay Area Community Services.
- \*F. Conduct outreach to potential Care Management Program client referral sources.
- \*G. Attend community meetings as defined in the contract and other meetings as determined relevant to the job.
- \*H. Research needed resources and services to support clients.
- \*I. Assist with on-going program development.
- \*J. Other duties as assigned.

## **III. EDUCATION AND EXPERIENCE**

Master's Degree in Social Work (MSW) or related field; or in lieu of a Master's degree, a Bachelor's Degree preferably in Social Work (BSW) with two years of experience working with older adults and conducting in-home client assessments. Knowledge of services to older adults in Alameda County desirable. Must have the ability to work with culturally diverse populations. Bilingual Spanish preferred.

## **IV. REQUIRED LICENSES AND CERTIFICATES**

Must have a valid California driver's license, a good driving record and proof of personal vehicle insurance coverage.

**V. CLASSIFICATION:** Full Time at 37.5/hours/week, Non-Exempt, Hourly.

**VI. BENEFITS:** Wage \$17.26/hour. Benefits include 10 days paid annual leave, 12 days sick leave, 10 paid holidays, 2 personal days, fully paid health, dental, vision, long term disability, and life insurance. Voluntary optional 403(b) salary deferral retirement plan.

**VII. APPLICATION:** Please **FAX** or **e-mail** cover letter and resume to:

**BAY AREA COMMUNITY SERVICES**

**Attn: Human Resources, P.O. Box 2269, Oakland, CA 94621, Fax: 510-569-4589 e-mail: <mailto:bacshr@bayareacs.org>**