

# USC Leonard Davis School of Gerontology

## **Job Posting: The Diablo Valley Foundation for the Aging 03/17/06**

Job Position: Geriatric Care Manager/Personal Assistant Coordinator

### Organizational Overview:

We are a small non-profit agency-serving seniors in our community since 1975.

### Position Summary:

The Diablo Valley Foundation for the Aging in Walnut Creek is seeking a Geriatric Care Manager for our fee-for-service program and who can also be a Personal Assistant Coordinator. This position would make individual care plans for our clients, do intakes and referrals, and coordinate our Personal Assistants' schedules. This can be a part-time (25 hrs/wk) to a full-time (35 hrs/wk) position with EXCELLENT benefits. Our benefits for those working 20+ hours/week include: competitive compensation, 10 paid holidays per year, 10 vacation days, 2 personal days, sick time, and 403(b) with a matching contribution.

### Summary of duties:

The Geriatric Care Management is a method of providing services whereby a professional social worker assesses the needs of the client and the client's family, when appropriate, and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple senior services to meet the client's complex needs. The responsibilities of the Geriatric Care Manager include but is not limited to the following: outreach, referral, assessment, care plan development, implementation of care plan(s), monitoring service delivery, advocacy, reassessment of clients' needs, and termination (if necessary).

The primary responsibilities as the Personal Assistant Coordinator are to coordinate the Personal Assistants' schedules with their clients, meet the requests of Geriatric Care Managers, as well as new clients. The Personal Assistant Coordinator will be the primary liaison between the office staff and the personal assistants, as well as the "liaison" between clients and the personal assistants. The Personal Assistant Coordinator also acts as a "supervisor" of those Personal Assistants who do not work with a Geriatric Care Manager. The Personal Assistant Coordinator is also responsible for the retention as well as other personnel issues of Personal Assistants. A new component of the position includes creating a training curriculum for all Personal Assistants.

### Qualifications:

The Geriatric Care Manager/Personal Assistant Coordinator should also have either an educational background, work experiences, or both, in social work or social service (preferably

with the elderly) so as to be able to properly assess a client's need for Personal Assistants and coordinate appropriate local resources (if applicable).

Good communication skills and following up are the key to this position. The Geriatric Care Manager/Personal Assistant Coordinator should be personable, energetic, and has a personality which enables he/she to work with a wide variety of people. The Geriatric Care Manager/Personal Assistant Coordinator must also embody a professional demeanor and not be reticent as he/she will encounter certain personnel issues where he/she must address.

Contact:

We welcome all resumes! Please submit them to:

Sandra Medvedoff, Executive Director

1936 Tice Valley Blvd.

Walnut Creek, CA 94595

Tel: (925) 945-8040

Fax: (925) 945-8025

Email: [SMedvedoff@dv-fa.org](mailto:SMedvedoff@dv-fa.org)

Website: [www.foundationforaging.org](http://www.foundationforaging.org)