

USC Leonard Davis School of Gerontology

Job Posting: Jewish Family and Children's Services March 3, 2006

Job Position: Case Manager
Department: Seniors·At·Home

Position Summary:

Under the direction of the Director of Seniors·At·Home, the Case Manager provides responsive, comprehensive assessments and services to the adult and senior population served by JFCS. The Case Manager is flexible, customer-service oriented and highly skilled in planning with adults and seniors and their families for the future. This position works to achieve the JFCS' mission, goals and objectives, in compliance with Agency's standards of performance and contract or grant requirements. Assignments are geographically based. This is a full-time, salaried, exempt position with excellent benefits.

Job Duties and Responsibilities:

- Responds within one hour of telephone and fax referrals by calling the referral source and then setting up a home visit within 48 hours of the call.
- Implements a thorough assessment in the client's home, including completing a goal-oriented care plan that is given to the client and his/her family.
- Provides case management services, based on the assessment and the Seniors·At·Home protocols for service.
- Updates care plans on a regular basis.
- Sets fees in accordance with the JFCS Fee Schedule.
- Closes case records in a timely fashion, in accordance with the Seniors·At·Home protocols for service.
Using the computer completes all charting and forms on a weekly basis.
- Complies with all contract and grant requirements, as indicated.
- Complies with the JFCS Policy and Procedures Manual and other standards for performance.

Qualifications:

- MSW with license preferred.
- Two years experience providing case management to adults and seniors required.
- Ability to form relationships with adults, seniors and their families required.
- Ability to use the computer as a tracking and planning tool.
- Ability to work independently and as part of a team.
- Interest in working in a social services setting.
- Car and current driver's license.

Contact:

Submit resumes and cover letters (via email) to:

Email: eileeng@jfcs.org

Address:

Jewish Family and Children's Services

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