JOB DESCRIPTION
Lifespan of Greater Rochester, Inc.

JOB TITLE: Care Manager
DEPARTMENT: Caregiver
PROGRAM: Finger Lakes Caregiver Institute (FLCI)
SUPERVISOR: Clinical Supervisor; FLCI Director
STATUS: Full Time, Non-exempt

SUMMARY
FLCI care managers link older adults who have Alzheimer’s disease or dementia and their informal caregivers to services and opportunities that are available within their community. Care managers offer a holistic assessment of the client’s and caregiver’s needs by identifying health, financial, emotional, functional and environmental concerns. Care managers offer care options, solutions and guidance navigating challenging systems. Care managers facilitate support groups and assist with caregiver education events. Services are provided in the 10-county region of Monroe, Chemung, Livingston, Ontario, Orleans, Seneca, Steuben, Schuyler, Wayne and Yates.

DUTIES AND RESPONSIBILITIES

1.0 Provide care management to clients and their caregivers.

1.1 Accepts referrals from physician practices, NY Connects, Eldersource, Area Agencies on Aging, self-referrals, etc.

1.2 Completes comprehensive in-home assessments to determine needs.

1.3 Creates and implements care plans that meet client and caregiver needs and preferences.

1.4 Monitors care plans.

1.5 Reassesses client and caregiver needs and revises care plans as needed.

1.6 May provide information and referral, advocacy, benefit and entitlement counseling.

1.7 Connects caregivers and clients to the Alzheimer’s Association.

1.8 Completes all documentation within required timeframes.

2.0 Arranges mental health interventions for older adults and their caregivers, when necessary.

2.1 Conducts mental health screenings when appropriate.

2.2 Provides supportive counseling to older adults and their caregivers.

2.3 Works together with the physician office care team to provide linkage to appropriate ongoing mental health community services.

3.0 May facilitate Support Groups up to 3 times monthly.

4.0 Assists with Caregiver Education sessions.

5.0 Participates as a member of the inter-agency team.

5.1 Participates in all FLCI staff meetings and training.

5.2 Participates in all Lifespan staff meetings and trainings.

5.3 Participates in Quality Assurance activities.

5.4 Accepts and seeks guidance and clinical supervision.

6.0 Timely completion of all required documentation and data entry into appropriate database.

7.0 Maintains up to date professional knowledge of the geriatric field, with special focus on Alzheimer’s disease and Dementia, community services entitlement benefits, clinical skills and competencies through reading, workshops and conferences.

8.0 Is aware of and actively supports the agency’s initiative of being collaborative and community focused, innovative and culturally competent.
Other duties as assigned by supervisor.

QUALIFICATIONS

EDUCATION: Master of Social Work or equivalent degree. Bachelor of Social Work or equivalent with two years of experience.

EXPERIENCE: Two years in social work, with at least one year of experience working with caregivers and persons with dementia, geriatrics or comparable human services experience is preferred. Bilingual Spanish a plus.

PHYSICAL AND MENTAL REQUIREMENTS

• Must be able to meet with clients in their homes.
• A portion of the work is performed at a desk or at a personal computer station.
• Verbal, written and telephone communication skills are required.
• Strong written and computer skills needed.
• Interface with all levels of personnel.
• Ability to maintain composure under strict deadlines and difficult situations.
• Ability to work in multi-cultural situations.
• Access to reliable transportation.
• Valid NYS Driver’s license.

Please apply on-line at www.lifespanrochester.org
Deadline to apply: February 14, 2020

EOE/AA Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran