

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CASE MANAGER - AGING **GRADE:** 14

TITLE ABBREVIATION: CASE MGR AGING **TITLE NO.:** 6129

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** AD

DEPARTMENT: OFFICE FOR THE AGING **DIVISION:** Programs

SUPERVISOR'S TITLE: SPECIAL PROGRAMS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for administering the Expanded In-Home Services for the Elderly Program (EISEP) which provides non-medical support services for the elderly who are functionally impaired and living in the community. The position is also responsible for coordinating the activities of the Office for the Aging's Caregiver Program. The work is performed under the general supervision of the Special Programs Director with leeway allowed for the exercise of initiative and independent judgment in carrying out the technical professional details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Administers the EISEP/Caregiver Program, providing assessments, planning and monitoring of clients; Conducts face to face comprehensive needs assessments to identify specific needs within program areas, prepares written goal plan based on needs assessment and recommends and arranges for services for eligible program participants;
2. Develops a care plan based on the assessment information; determining client's share of the costs for care providers;
3. Contacts formal service providers and informal caregivers to negotiate and arrange for the delivery of client services as determined by the care plan;
4. Visits client, family members and providers on a regular basis to determine that service delivery has begun and that services are being delivered in the manner requested;

5. Plans and coordinates training sessions, arranging location times, guest speakers and other related details;
6. Develops, implements and conducts training programs and support groups;
7. Publicizes and markets program under the direction of the Special Programs Director;
8. Maintains program statistics and prepares reports as required by Federal, State and local directives;
9. May provide supervision to staff at the discretion of the Special Program Director;
10. May assist in identifying potential vendors to provide contractual services needed for programs;
11. May assist in developing applications for funding;
12. Represents the Office for the Aging on appropriate Boards, Advisory Councils and committees;
13. Coordinates programs with other human service organizations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of practices and procedures of social work and of the social factors affecting the elderly; good knowledge of the scope and philosophy of the services and programs available to the elderly; ability to interpret rules and regulations affecting the elderly; ability to work with older persons as well as a sensitivity to their physical and emotional needs; ability to communicate effectively orally and in writing; ability to plan and supervise the work of others; ability to establish and maintain successful relationships with people; good powers of observation and analysis; initiative; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

- (A) Bachelor's Degree and two (2) years experience as a case aid or social caseworker or as an administrator or coordinator of a community service program, one (1) year of which shall have been in a supervisory capacity; OR

(B) Completion of sixty (60) college credit hours and four (4) years experience as stated in (A) above.

NOTE: Experience as a Registered Nurse may be substituted for the required experience state in (A) and (B); however, the candidate must possess one (1) year of supervisory experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: Must possess the ability to fulfill the travel requirements of field assignments.