

**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:** CENTRAL INTAKE

**SUPERVISOR'S TITLE:** SPECIAL PROGRAMS DIRECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and professional work with responsibility 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 NY Connects Program and supervision of staff and programs assigned to that unit. 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 Program, providing assessments, planning and monitoring of clients;
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. Supervises the day-to-day function of the Office for the Aging's central intake unit;

6. Supervises and trains staff and volunteers assigned to a variety of programs including, but not limited to, Legal Services for the Elderly, Home Energy Assistance Program and the provision of information and assistance including eligibility for home delivered meals;
7. Represents the Office for the Aging on appropriate Boards, Advisory Councils and committees;
8. Coordinates programs with other human service organizations;
9. Maintains records and prepares reports.

**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) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in sociology, gerontology or related field 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) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, including twelve (12) credit hours in social science 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.

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

REVISED: 1/5/16 AT