

CARE MANAGER SUPERVISOR

Full time position available for dynamic person for our Care Manager Supervisor position. The supervisor will provide regular administrative and clinical supervision to a group of staff who are working in the Home Care Program.

The supervisor participates in the orientation training of Care Managers; monitors and assists in the development of clinical skills. Participates in in-service trainings on specified topics, consults with Care Managers in the development of care plans. Reviews consumer records as necessary to ensure consumer's needs are appropriately met and that regulations, requirements and agency policy are adhered to. Reviews consumer openings, closings and denied referrals. Prepares written evaluations of Care Managers. Assists management in gathering statistics, preparation of written and oral reports, regulatory requirements and agency planning. Covers Care Management duties as required. Attends trainings given by EOEA on new policies, procedures, and programs.

QUALIFICATIONS

- Bachelors' degree with a major in human services or related field required with a minimum of two years' experience in the social service field.
- Home care background preferred. Clinical experience in meeting needs of consumers, supervision of clinical work, experience in working with elders desirable.
- Initiative, creativity, and ability to work within a team a must.
- Strong interpersonal and supervisory skills required.
- Strong communicator, written and verbal.
- Proficient in Microsoft Office and experience with other software programs.
- Current driver's license and reliable transportation required.
- Access to secure high-speed internet required.