

## **CARE MANAGER**

### **JOB DESCRIPTION**

HESSCO is recruiting to fill the role of full-time (35 hours per week) Care Manager for our Home Care Program.

The Home Care Program helps older adults, and individuals with a disability live safely and with independence while aging in place. The role of the Care Manager is to ensure that individuals receive the most appropriate long-term care services in the proper setting based upon their individual needs. The Care Manager works cooperatively, coordinating service plans, and maintaining ongoing communication with the consumer, caregivers, informal and formal support.

HESSCO is an Affirmative Action/Equal Opportunity Employer and encourages all qualified candidates from diverse backgrounds to apply.

#### **Responsibilities:**

- Conduct comprehensive in-person needs assessments; identify issues/problems, which inhibit secure independent living.
- Coordinate and communicate service plan and changes to appropriate community services.
- Develop and implement care plans based on assessment, guidelines and consumer needs.
- Ensure consumers have access to public benefits, community resources and long-term care services.
- Conduct periodic reassessments to determine appropriateness of the service plan.
- Initiate, authorize and monitor service plans to effectively assist consumers to maintain independent living.
- Comply with documentation standards to uphold compliance regulations set forth by regulatory agencies and agency policies, procedures and practices.
- Assist in phone coverage to support consumer inquiries.

#### **Qualifications:**

- Bachelor's degree in social work, human services, psychology, sociology, or related field preferred.
- One year of social work, human services, case management or other relevant experience.
- Ability to effectively communicate in-person, by telephone and in writing.
- Proficiency in Microsoft Office, Excel, Word; adept at learning new software programs.

- Self-starter, able to prioritize, meet deadlines and manage time effectively. Flexibility to accept changing priorities.
- Candidate will possess a strong work ethic with a high level of integrity and good interpersonal skills.
- Valid driver's license and reliable transportation required for travel.

Benefits begin on the first day of employment.

Hourly rate: \$24.10

Benefits:

- 403(b)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Mileage reimbursement
- Paid time off

Please email cover letter and resume to: [cganz@hessco.org](mailto:cganz@hessco.org)