

## Case Manager

**DEPARTMENT:** Senior and Family Services

**REPORTS TO:** Clinical Supervisor

**FLSA STATUS:** Exempt

**LOCATION:** Niles, IL

**PT/FT:** Part-time, 3 days/week

**SUMMARY:** The **Case Manager** provides general case management and Community Care Program (CCP) services to clients residing in the Niles Office service area.

### **DUTIES AND RESPONSIBILITIES:**

- Meets face to face with clients in the office and in the clients' home
- May conduct a Choices for Care assessment for clients in the hospital or nursing facility.
- Conducts a Comprehensive Care Coordination assessment of each client and develops a care plan with client's input utilizing Illinois Department on Aging (IDoA) forms.
- Implements and monitors care plans, coordinating community resources with other supportive services.
- Arranges with vendors to provide service to clients.
- Provides information and referral to clients and their family members.
- Makes referrals to community agencies as appropriate.
- Refers to the appropriate Adult Protective Services (APS) agency when an abusive situation is present.
- Meets with program supervisor for regularly scheduled supervision.
- Maintains Comprehensive Care Coordination (CCC) and Community Care Program (CCP) certifications.
- May coordinate programs, such as Low Income Home Energy Assistance Program (LIHEAP), Community Based Residential Facility (CBRF), Title III programs, Senior Advocacy.
- May provide outreach services for homebound elderly at other senior centers and in senior housing facilities.
- May provide educational services to community groups and professional agencies.
- May facilitate support groups.
- Completes statistical data and required paperwork in a timely manner.
- Attends scheduled staff meetings.
- Completes a minimum of 18 hours of continuing education each year.
- Responds to medical emergencies and performs CPR/AED and First Aid if certified.
- Performs other related duties as assigned by management

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university in social services or related field
- Master's Degree (MA) or equivalent in social work, counseling, or related field, preferred
- Minimum of 1 year experience in providing social services for older adults
- Certificates, licenses and registrations required: current CPR/AED and First Aid certifications
- Computer skills required: Microsoft Office Suite
- Other skills required:
  - Knowledge of community supportive services
  - Sensitivity to cultural diversity
  - Current driver's license and access to a vehicle
  - Experience with Community Care Program (CCP), preferred

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**To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).**