

JOB TITLE: Clinical Manager-Caregiver Specialist

EMPLOYER: North Shore Senior Center

FLSA STATUS: Exempt

LOCATION: House of Welcome Adult Day Services, Arthur C. Nielsen, Jr. Campus in Northfield, IL

PT/FT: FT (35 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a caring and compassionate Clinical Manager-Caregiver Specialist to join our team. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults at our House of Welcome Adult Day Services Program.

NSSC is a small non-profit social services agency with just over 100 employees. For the third year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We work hard to foster a very supportive work environment that promotes a healthy work-life balance. We invest in the training and support of new employees as they start in this new role. Additionally, NSSC provides 18 hours of continuing education opportunities annually.

SUMMARY: Assesses and enrolls participants in an adult day program for people living with dementia. Provides care management for program participants and their family caregivers. Facilitates support groups, Memory Café, and provides community and professional education programs.

DUTIES AND RESPONSIBILITIES:

- Answers intake calls, assesses, and enrolls participants, provides care management and coordinates care planning.
- Provides care management and support to family caregivers of Day Program participants, including completing assessments and developing and maintaining care plans using the required assessment tool and forms, providing supportive counseling, and providing information and referrals about community resources and supportive services
- Facilitates caregiver support groups, Memory Café, and educational programs
- Provides community and professional education programs and community outreach
- Communicates regularly with family members, paid caregivers, department staff, and other NSSC staff
- As part of HOW management team, assists Director with program management and development.
- Follow AgeOptions requirements for caregiver program, including submitting reports, and attending quarterly meetings.
- Facilitates and cultivates relationships with respite providers for inclusion in AgeOptions respite registry.
- May provide counseling and one-on-one outreach to older adults and their families in the office and in client homes (residences in elevator and non-elevator buildings)
- May supervise staff and/or student interns.

- Demonstrates knowledge of Alzheimer's disease and other dementias.
- Demonstrates proficiency in person-centered dementia care.
- Demonstrates effective clinical assessment and care management skills.
- Demonstrates knowledge of community resources.

SUPERVISORY RESPONSIBILITIES:

- May supervise up to 3 employees. May supervise student interns.
- May provide clinical supervision for up to 5 employees.

QUALIFICATIONS:

- Master's Degree (MSW, MA) in social work or counseling
- Certificates, licenses and registrations required: Licensed Clinical Social Worker (LCSW), current CPR/AED and First Aid certifications (CPR and First Aid certifications may be obtained upon hire)
- At least 3 years clinical experience with older adults
- Computer skills required: Microsoft Office Suite; ability to learn internal proprietary database
- Available to occasionally work evenings and weekends to meet caregiver needs
- Other skills required:
 - Skills and experience in working with older adults
 - Experience with providing person-centered dementia care
 - Knowledge of the aging process and chronic disorders, including Alzheimer's disease and other dementias
 - Sensitivity to cultural diversity
 - Maturity, reliability, flexibility
 - Ability to work in a fast-paced group setting
 - Current driver's license and access to a car

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.