

**LIFESPAN, INC.
JOB DESCRIPTION**

TITLE: CARE MANAGEMENT INTERN
SUPERVISOR: Associate Director of Care Management
PROGRAM: Social Services
HOURS: varies

JOB DESCRIPTION:

- Provides assistance to the Care Management department in the following areas:
 - o HIPAA certification completed
 - o Attend New Staff Orientation at the Department of Aging, if available
 - o Use the SAMS database program
 - o Monitoring calls
 - o Use of the assessment tools (NAT, NAT-E)
 - o Attend New Staff Orientation at the Department of Aging, if available
 - o Shadow Care Managers on home visits and complete write ups
 - o Complete home visits and write up in SAMS database
 - o Assist with filling out applications for different programs
 - o Distributing and delivering items as needed (including space heater, fans, Farmer's Market Vouchers)
 - o Visit different departments within the Aging Network
 - Adult Day Care
 - Protective Services
 - Aging Waiver
 - Intake and Assessment
 - o Intern project as decided by the Intern and Associate Director

COMPETENCIES: Must exhibit ethical integrity and be able to participate in a team by formulating and achieving goals, being committed to continuous self- improvement, and maintaining a strong participant focus within the context of mutual respect, cooperation and confidentiality. Demonstrate personal initiative by willingness to work hard, accomplish tasks completely, identify rational priorities and establish the necessary means to achieve goals. Be able to communicate clearly, listen intently and exhibit appropriate empathy, emotional stability and concern even under situations of stress or crisis. Be able to generate trust and confidence from participants and co-workers and be aware of how personal behavior/attitude impacts the group. Demonstrate active support for the mission, values and vision of LifeSpan, Inc.

QUALIFICATIONS: Working towards a Bachelor's degree in Gerontology, Social Work or a related field from an accredited college or university. Past experience with Older Adults is strongly encouraged.

Interns must be willing to accompany designated staff during field visits either by being transported in the designated staff's vehicle or following designated staff in their own personal vehicle (if available) to destination.

I have read this job description, understand its requirements and agree to meet the responsibilities described herein to the best of my ability. I further understand that I may be required to perform other related duties that are assigned as a result of program mandates from the funding source or program needs that are determined by the agency.

Signature of Intern

Date

Effective Date of Position