



**Position:** Care Manager  
**Exemption Status:** Exempt  
**Job Status:** Full Time (40 hours per week)  
**Pay:** \$26,500 - \$30,000 annually  
**Department:** Care Management  
**Reports To:** Associate Director of Care Management  
**Direct Reports:** No Direct Reports  
**Location:** Homestead Office/Work from Home

### **About the Position**

**Summary:** This position will be responsible for completing home visits in older adults' (participants') homes to assess and reassess their medical, social and financial needs. Care Managers will develop and implement a care plan with the participants and recognized care givers. Uses professional judgement and skills developed through established State, County and Agency training to ensure that Federal, State and Local regulations are followed. Ensures that public funds are used appropriately and that individual care plans are managed accordingly.

### **Essential Job Duties:**

- Completion of Assessments/Reassessments in the participant's home; monthly contact with participants
- Timely data entry into state-mandated data base according to State, Local and agency specific regulations
- Independently works according to a flexible schedule that includes working remotely and scheduling assessments when convenient for participants and their caregivers
- Research, recommendation and application to programs/resources to assist care for older adults

### **Additional Job Duties:**

- On-call responsibilities, in the office, during regular business hours to: handle calls from participants, responding to Emergency Care Management referrals and assist with other tasks as necessary
- Visit Focal Point Community Senior Centers to provide information to center participants
- Assist training of new care managers by allowing new employees to attend home visits
- Complete other duties as assigned to implement LifeSpan's Mission, Vision and other contractual requirements.

### **Required Qualifications (Education/ Skills / Experience):**

- A bachelor's degree in Social Work or related field
- A valid driver's license and access to insured vehicle for home visits
- Must be proficient with Office 365, Windows operating system, Android smartphone and laptop computer.

### **Preferred Qualifications (Education / Skills / Experience):**

- One year of case management experience in human services
- Working knowledge of the provision in health care in various settings and knowledge of community resources and care delivery systems.



**Traits / Characteristics:**

- High ethical integrity
- Ability to manage time and schedules independently
- Self-driven with the ability to formulate and achieve goals
- Continuous self-improvement and a strong participant focus
- Strong communication skills, active listening, time management and prioritization

**Technology / Certifications / Other:**

- Pennsylvania State Police background check through the PA Access to Criminal History required, dated within one year prior to the employment start date.
- If applicant has not been a PA resident for two consecutive years, without interruption and immediately preceding the date of application for employment, must obtain an original PA Department of Aging FBI background check AND the PACH background check.
- PA Motor Vehicle Report is required

Job Description effective as of \_\_\_\_/\_\_\_\_/\_\_\_\_