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Resources and Services for Older Adults

## Care Manager

### Job description

**Summary:** This position will be responsible for completing home visits in older adults' (participants') homes, within Allegheny County, 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 database 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:

- Rotational on-call responsibilities, in the office, during regular business hours to: handle calls from participants, respond to Emergency Care Management referrals and assist with other tasks as necessary.
- Occasionally visit Focal Point Community Senior Centers to provide information to center participants.
- Assist in the 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 an insured vehicle for home visits.
- Must have and show proof of home internet service.
- 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.