



JOB POSTING

POSITION TITLE: Part Time Case Manager

Job Type: Part-Time Fixed Hours (less than 40 but same every week) Department: Senior Services
Accountability: Reports to Director of Senior Services
of Staff Reporting: 0
Job Location: 1081 Broadway, Buffalo, NY
Expected Start Date: 9/20/2021
Education Requirements: Bachelor's Degree
Application Instructions: Please submit resume and cover letter to tmutz@urbanctr.org

Job Description: A Part Time Case Manager is responsible for assisting clients, age 60 and over, with maintaining their independence in their own home, and avoiding placement in assisted living or a nursing facility. Candidate will link clients to benefits/entitlements, home delivered meals, housekeeping, personal care, social adult day care, and/or personal emergency response systems.

Education, Licensure, Certifications & Experience

- Bachelor's Degree
- Valid NYS Drivers' License

Primary Responsibilities:

- Provides information and referral on services to the elderly, their families and other service providers on the telephone, in person and through community forums.
- Conducts thorough intakes of clients to determine the need for case management services.
- Is responsible for in-home assessments of clients and development of care plans to meet needs. Implements care plans and revises as necessary.
- Advocates on behalf of clients with formal and informal support systems. Provides linkages and referrals to agencies and programs providing assistance to seniors. Stays current with programs pertaining to the elderly.
- Attends meetings, trainings and in-services as required by the Erie County Department of Senior Services.
- Demonstrates the ability to successfully utilize computer software for assessments, reporting (including worker log) and correspondence.
- Is responsible for maintaining client case records in an accurate and timely manner. These records will reflect understanding of and adherence to established EISEP standards.
- Participates in regular case conferencing sessions with supervision and consults with supervisor as needed on difficult cases.
- Intervenes in crisis situations, making appropriate referrals to agencies dealing with medical, environmental, mental health and utility emergencies.
- Maintains a working knowledge of community resources to meet the needs of clients.
- Other Duties as assigned.

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.



Preferred Qualifications, Abilities and Skills:

- Must be proficient in Microsoft Word and Excel.

Physical Demands:

- Regularly required to sit and write, operate a computer and printer, and use telephones.

Safety:

- The Matt Urban Center promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Job Performance Evaluation:

- The employee will be evaluated at least annually, but more often if performance warrants it.

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