

POSITION: EISEP CASE MANAGER
LOCATION: County West Family Resource Center, Baldwinsville
RESPONSIBLE TO: Director of Family Services
PAY GRADE: 5/Nonexempt

QUALIFICATIONS:

- Requires four year college degree (BS/BA), RN with four years full-time experience, or the equivalent of four years full-time experience in geriatric case work or social work in a community/social program.
- Must have knowledge Onondaga County community service programs, familiarity with eligibility criteria for all entitlement programs and an understanding of the aging process.
- Requires intermediate computer skills.
- Must possess a current driver license and reliable transportation.

RESPONSIBILITIES:

The EISEP Case Manager will have responsibility for coordinating care plans and services of the *Expanded In-Home Services for the Elderly Program* (EISEP). The major intent of the program is to design and implement a program to assist functionally-disabled older individuals (60 years of age and older) to enable them to remain in the community. The Case Manager works under the general supervision of the Director of Family Services with considerable latitude given in the performance of duties. The EISEP Case Manager will:

1. Assess, coordinate, evaluate and monitor the service needs of their clients and the informal care providers. Some assessments will take place in the client's home.
2. Coordinate support services, both formal and informal, to enable clients to remain in the community.
3. Develop client care plans based on assessment findings, client's functional impairments, and unmet needs.
4. Assist clients with applications to programs and services they are eligible for.
5. Act as advocate for clients, family caregivers and referred individuals.
6. Be knowledgeable of community services, eligibility criteria for entitlement programs, computer skills and reliable transportation.
7. Report units of service data and perform all other required reporting tasks for Onondaga County Department of Aging and Youth.
8. Maintain emergency contact list and contingency plan for each client in caseload.
9. Attend required training, including a minimum of 16 hours of in-service training annually.
10. Perform all other duties as required.