



## **Job Description**

**Job Title:** Care Manager (bi-lingual) for Aging Services  
**Reports to:** Director of Aging Services  
**FLSA:** Non-Exempt  
**Grade:** 8  
**Hours:** Full time

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### **Summary**

Working as part of a team, the bi-lingual Care Manager for Aging Services will conduct a holistic assessment of the client's needs by identifying health, financial, emotional, functional and environmental concerns. The Care Manager will offer information on appropriate services and programs as well as care options, solutions and guidance navigating challenging systems.

### **Essential Job Functions**

- Accepts referrals.
- Completes comprehensive in-home assessments to determine needs.
- Creates and implements care plans that meet client needs and preferences.
- Monitors care plans.
- Reassesses client needs and revises care plans as needed.
- May provide information and referral, advocacy, benefit and entitlement counseling.
- Provides supportive counseling to older adults and their caregivers.
- Works with caregivers and older adults providing information, advocacy, direction and support.
- Participates in all staff meetings and training.
- Participates in Quality Assurance activities.
- Accepts and seeks guidance and clinical supervision.
- Act as resource person to community groups associated with aging services.
- Accurately tracks and reports information.
- Works collaboratively to reach isolated and vulnerable older adults through outreach efforts.

- Conduct outreach and recruitment for the Center's nutrition and activities programs.
- Act as advocate for seniors when appropriate in order to ensure receipt of appropriate benefits.
- Maintains up to date professional knowledge of the geriatric field, community services entitlement benefits, clinical skills and competencies through reading, workshops and conferences.
- Other tasks and assignments as indicated depending on the needs of the individual clients, the program and the agency.

### **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is regularly required to:

Walk and stand	Climb (stairs)
Kneel down	Push and pull objects
Reach and grasp	Getting in and out of a car
Repetitive arm movement (writing, typing)	
Lift and/or move up to 20 lbs	

### **Qualifications:**

Bachelor's degree in Social Work or similar field required (equivalent combination of education and experience will be considered). Two years in social work or related field. One year of experience in geriatrics preferred. Bi-lingual Spanish/English is a must. Valid NYS Drivers License and personal vehicle is a requirement. **Background checks are required.**

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a work force which mirrors the diversity of recipients of agency services.*

*We are an Equal Opportunity Employer.*

*Please email resume and salary requirements (no calls) to:*  
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