

LUTHERAN FAMILY SERVICES ROCKY MOUNTAINS

Job Description

Job Title: Aging Life Care Manager II
Department: Older Adult and Caregiver Services
Reports To: Program Director
FLSA Status: Non-Exempt
Prepared By: Forté Human Resources
Prepared Date: June 29, 2016
Updated: March 23, 2017
Approved By: Forté Human Resources
Approved Date: March 24, 2017

SUMMARY

The Older Adult and Caregiver Services' (OACS) Aging Life Care Management program provides direct care management and clinical services to older adults and caregivers, education and outreach to community groups and churches, and assistance in developing and meeting the program goals and budget. OACS philosophy is that everyone should have access to high-quality, professional and affordable care management support in their time of need.

This ½ time position is expected to grow into a full-time position within the first year. This position requires a candidate with care management skills who is also skilled in networking and outreach and interested in growing this position from part-time to full-time. OACS is a fee-for-service program. Interested applicants will be comfortable with this concept and in performing outreach to increase referrals.

This position covers two unique programs within OACS: Care Management and Advance Care Planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Care Management:

- Carry a caseload of care management clients and provide direct care management through: assessing needs of clients; conducting family consultation sessions; developing and implementing care plan; conducting in-home visits; making appropriate referrals; maintaining confidential client records; and maintaining contact with other local service providers to assure maximum assistance to clients.
- Assess the need for counseling for clients and/or adult children and refer or provide direct clinical intervention when appropriate.
- Maintain current and accurate client information in case records
- Research and stay abreast of community services and resources for older adults; obtains information on new processes, technology, legal issues, alternative service provision methods, etc., as they relate to older adult and caregiver concerns.

Advance Care Planning

- Provide one-on-one consults with older adults and/or family members to complete Advance Directives. This includes educating client on forms, meanings of “end of life” interventions, working with the client to choose appropriate agent to act on their behalf, notarizing documents and submitting documents to medical providers and other interested parties.
- Attend workshops and trainings led by Project Lead to support clients on learning more about the process of completing Advance Directives and assisting in completing documents if client is ready.
- Document client information in case records.

OTHER DUTIES SUPPORTING BOTH PROGRAMS include the following:

- Provide education, training and awareness programs on older adult issues to churches and other community groups or organizations.
- Meet reporting and other requirements of funders, as appropriate.
- Work on committees and/or community workgroups to promote the OACS program.
- Meet with community members, church leaders and other organizations, to educate about the program and encourage referrals.
- Present at outreach events with the purpose of educating people on the value or contracting with a care management agency.
- Assist the Older Adult and Caregiver Services Program Director in developing program goals, objectives, annual work plan and budget.
- Assist with developing grant proposals by providing information about community and client needs. Assists with writing and reviewing grant proposals when requested
- Promote a positive and supportive work environment and provides continuing support to OACS' team
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervisory and organizational ability.
- Ability to read, analyze and interpret financial, technical and legal information and to be able to communicate such information to older adults.
- Written communication skills and the ability to make presentations before groups of people.
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- Broad knowledge of social work practice, especially in the field of Gerontology.
- Knowledge of systems and programs in the community that serve older adults.
- Skills in problem solving, negotiations, decision making and mediating conflict.
- Ability to relate well to older adults and families of diverse backgrounds.
- Ability to self-start and work well in a team setting.
- Skill in provision of direct clinical services.
- Computer skills including Microsoft Word, use of emails and the completion of computer-based forms.
- Possesses a valid Colorado driver's license; has a reliable and consistently available vehicle; and is able to regularly travel throughout the agency's service area by way of interstate highways and primary and secondary roads, including those passing through the mountainous terrain within the state and region.
- Must carry automobile liability insurance at the level of \$100,000/300,000/100,000
- Demonstrates commitment to the mission, values and vision of Lutheran Family Services Rocky Mountains.

EDUCATION and/or EXPERIENCE

- Master's degree (M.A.) or equivalent
- Two or more years related experience and/or training; or equivalent combination of education and at least seven years' experience
- Preferred skills include hospital, nursing home or other medical social work experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret professional journals, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The noise level in the work environment is usually quiet.

OTHER

- Other: Assist older adults with disabilities, wheel chair, walker, stand-by assist
- Equipment used: laptop, computer, fax, copier, cell phone, phone, car
- Access: stairs, elevator
- Travel: Every day, local
- Work Hours/Shifts: M-F, sometimes weekends and evenings, respond to cell phone emergencies

Employee Signature

Date

Employee Name Printed