

Care Manager

Summary: The Care Manager will be responsible for completing phone calls and home visits to participants' homes to assess, coordinate and periodically reassess their medical, social and financial needs. Will develop and implement a care plan with the participants and recognized care givers.

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, recommend and assist with application to programs and resources to assist with care for older adults (60+).

Additional Job Duties:

- Bi-monthly on-call responsibilities, in the office, during regular business hours (8:30 am -4:30 pm) to handle calls from participants and respond to Emergency Care Management referrals.

Required Qualifications:

- A bachelor's degree in social work or related field is required.
- A valid driver's license and access to an insured vehicle for home visits (home visits will be located within Allegheny County, PA).
- Must be proficient with Office 365.
- One year of case management experience in human services.
- Working knowledge of community resources and care delivery systems.
- Ability to manage time and schedules independently.
- Must successfully pass Pennsylvania State Police background check and PA Motor Vehicle Report.

Job Type: Full-time

Pay: \$36,500.00 - \$46,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Vision insurance

Schedule:

- Monday to Friday
- No weekends

Education:

- Bachelor's (Required)

Experience:

- Social Work: 1 year (Required)

Ability to Commute:

- Homestead, PA 15120 (Required)

Work Location: Hybrid remote in Homestead, PA 15120