

# JOB ANNOUNCEMENT



**POSITION TITLE:** Care Manager- Part Time  
**DEPARTMENT:** OAS - Care Management Program  
**REPORT TO:** Senior Home Services Coordinator

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Bay Area Community Services is a non-profit, community-based agency serving Alameda County by providing a comprehensive array of mental health and older adult services. Senior Home Services Care Management helps elders in Alameda County remain in their homes by providing in-home assessment, arrangement of needed services, ongoing monitoring and referrals to resources. This program is available to low and moderate income elders who don't qualify for other care management services. It assists those who, due to lack of family or other support, are unable to access necessary health and social services. The part time Care Manager will work with elders in the Fremont and Castro Valley areas of Alameda County.

## I. POSITION OVERVIEW

Under the supervision of the Senior Home Services Supervisor, the Care Manager is responsible for administering the day-to-day operations of the Care Management Program.

## II. DUTIES AND RESPONSIBILITIES (\*Essential Function)

- \*A. Receive and process referrals for the Care Management Program.
- \*B. Perform initial assessments to screen for eligible clients and ongoing assessments of clients as required by funding sources.
- \*C. Provide on-going case management services.
- \*D. Maintain client caseload and visit schedule as required by the funding sources.
- \*E. Maintain records and statistics as required by external funding sources and Bay Area Community Services.
- \*F. Conduct outreach to potential Care Management Program client referral sources.
- \*G. Attend community meetings as defined in the contract and other meetings as determined relevant to the job.
- \*H. Research needed resources and services to support clients.
- \*I. Assist with on-going program development.
- \*J. Other duties as assigned.

## III. EDUCATION AND EXPERIENCE

Master's Degree in Social Work (MSW) or related field; or in lieu of a master's degree, a Bachelor's Degree preferably in Social Work (BSW) with two years of experience working with older adults and conducting in-home client assessments. Knowledge of services to older adults in Alameda County desirable. Must have the ability to work with culturally diverse populations. Bilingual Spanish preferred.

## IV. ADDITIONAL REQUIREMENT

Must have a valid California Driver's License, proof of personal vehicle insurance coverage, and a driving record acceptable by the Agency's insurance company.

## V. CLASSIFICATION: Part Time at 20/hours/week, Non-Exempt, Hourly.

**VI. COMPENSATION:** Wage \$17.26-19.02 /hour. Benefits include 10 days paid annual leave, 12 days sick leave, 10 paid holidays and two personal days with paid time off pro-rated for part time staff; partially paid health insurance; fully paid dental, vision, long term disability and life insurance; voluntary optional 403(b) salary deferral retirement plan.

**VII. APPLICATION:** Please FAX or e-mail cover letter and resume to:  
BAY AREA COMMUNITY SERVICES, Attn: Human Resources, P.O. Box 2269,  
Oakland, CA 94621 Fax: 510-569-4589 e-mail: [bacshr@bayareacs.org](mailto:bacshr@bayareacs.org)

**Bay Area Community Services is an Equal Opportunity Employer.  
Women and minorities encouraged to apply.**