



JOB DESCRIPTION

Position: Senior Services Assistant Director | Case Manager

Department: Senior Services Department

Reports to: Director of Senior Services

FLSA Status: Non-Exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

Position Summary:

Under the Direction of the Director of Senior Services, the Assistant Director | Case Manager will oversee: In-Home Services, Extend-a-Meal, Receptionist and Senior Center Programs /Activities, and planned events.

When Pertinent Senior Services Assistant Director | Case Manager will provide in home assessment for Seniors and disabled citizens within Rich Township. These assessments will be provided in several areas within the Senior Services Department. All services are based on a determination of need.

Responsibilities:

- Assistant Director |Case Manager will initially assess all potential and current clients in various programs.
- The Assistant Director |Case Manager will supervise and assist each area by identifying and attaining objectives of productivity weekly, monthly, and quarterly from employee assuring approval from the director.
- The Assistant Director | Case Manager will complete an in-home determination of needs evaluation. To assure that services are accurate for Seniors and disabled citizens, there must be a specific need in areas identified. The Assistant Director | Case Manager will monitor In-Home and Extend-a-Meal daily activities, billing and provide tools to expand Services.
- The Assistant Director | Case Manager will assess confidential records of the In-Home Coordinator program quarterly.
- Supply the Senior Center Director with quarterly audit of all tasks and activities performed in all programs.
- Assistant Director | Case Manager will work with In-Home Coordinator to develop and manage referral database of services and programs throughout Rich Township.
- Assistant Director | Case Manager will evaluate the Extend-A-Meal program to determine the needs and/or improvements of the program. If extra services are needed the Assistant Director | Case Manager will refer out to the appropriate resource.

All other duties as assigned

Experience

Five (5) to eight (8) years of experience in managing employees. In areas of senior services, Quality Management and Utilization Review is a plus.

- Three (3) to Five (5) years of case management experience is required.
- Must have access to a vehicle, valid driver's license, and proof of insurance to perform essential job functions required.
- Employment with Rich Township Seniors requires proof of vaccination or an approved medical exemption, required.
- Demonstrated ability to render direct service to clients and to organize and manage task(s) efficiently.
- Ability to work effectively with diverse individuals, groups, seniors, and disabled citizens.
- Mobility to work locations are required.
- Background check is required

Education

- Bachelor's Degree and/or Master's in social work or related field from an accredited college or university, required. Accredited Case Manager (ACM) or Certified Case Manager (CCM) preferred
- Proficiency in Microsoft Office applications such as Word, Excel Publisher, and PowerPoint required.

Salary: Commensurate with experience.

Working conditions: The physical demands, work environment factors, and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter, and the names and contact information for two professional references to: pal-amin@richtownship.org. Put the phrase "Senior Services Assistant Director | Case Manager" in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

We are seeking candidates who desire the opportunity and experience of delivering quality and compassionate Service to Senior throughout Rich Township!

Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military, or military discharge status.