



Senior Services Case Manager

Experience

Experience with community-based services to older adults.

Education

Bachelor's degree in Social Services, preferable with a concentration in gerontology or master's degree in Social Work or related field/work experience with knowledge on older adult services.

Technical Knowledge

Proficient using internet, Microsoft word and excel, and common office equipment (e.g., copier.). Knowledge of HMIS and Apricot.

JOB SPECIFICATIONS

Skills

- One to two years of experience working in a social services agency/faith-based agency, specifically with low income and/or serving older adult clients.
- Experience with community-based services and field work.
- Demonstrate knowledge of community resources for older adults.
- Demonstrate understanding of the needs of clients served at HAAM, specifically older adults and demonstrate sensitivity to their needs.
- Demonstrate understanding of and working within the standards of HAAM, and regulations such as HIPAA.
- Ability to handle and maintain confidential data.
- Strong verbal, written communication skills and comfortable with public speaking.
- Must possess computer skills
- Ability to complete documentation accurately and on time
- Ability to work in a fast-paced environment, meet deadlines and handle multiple tasks.
- Demonstrate knowledge and understanding of professional boundaries with clients, staff and volunteers and maintaining them.
- Bilingual Helpful – (English and Spanish)
- Ability to work successfully as a member of a team