

Currently Available Position(s)

Job Title: Care Manager

Location: East Liberty, PA

Position Description:

The Options Care Manager will coordinate services for a caseload of older adults and family caregivers, creating individually tailored plans for participant-centered care. The incumbent will provide participants with professional assessment, service planning, service coordination, referral, and periodic re-evaluation of the supports needed for participants to live safely and independently in a community setting. The incumbent will build rapport and develop trusting, supportive relationships with those served, to be achieved through home visits and regular check-ins, resource counseling, and quality assurance in service delivery.

Duties and Responsibilities:

- Develop trusting, positive relationships with participants, family members, and other important people in participants' lives
- Assess participant strengths and needs and develop a service plan in collaboration with participant, family members and in-home care providers; re-evaluate and adjust the service plan as needed
- Monitor the delivery of in-home services and advocate on behalf of participants if service needs are not being met
- Maintain catalog of community resources and information for family caregivers; provide resource counseling and link participants and family members to formal and informal supports
- Complete timely and accurate documentation for all Care Management activity

Required Skills and Abilities:

- Ability to work effectively as a team member and to take independent initiative when necessary
- Working knowledge of the provision of health care in various settings
- Knowledge of community resources, human services providers, and care delivery systems
- Proficiency in use of a laptop computer and Microsoft Office software, relational databases, the Internet, and smart phone technology
- Valid PA driver's license and a reliable vehicle

Education and Experience:

- Bachelor's degree which includes or is supplemented by at least 12 college-level credit hours in Social Work, Psychology, Sociology, Gerontology, or other social sciences required. Nursing degree with a Registered Nurse license will also be considered.
- One to two years experience in human services
- Case management experience
- Experience working with older adults

Hours Per Week: 40

Salary: Competitive

Submit Resumes to: You may e-mail us in Word 6.0 or ADOBE PDF formats to fswp-hr@fswp.org .

Future Employment Opportunities

We regularly hire for a variety of positions, including clinical or direct service, and technical or clerical support. If you have an interest in working in human services, but your skills and qualifications do not match currently available positions, you may send a resume and cover letter to our Human Resources Department, Family Services of Western Pennsylvania, 3230 William Pitt Way, Pittsburgh, PA 15238. Please tell us the type of position you are seeking. When a position becomes available for which you are qualified, you may be contacted for an interview. Due to the volume of inquiries, we regret we are unable to respond individually to all resumes, but your resume will be kept in our Job Bank for six months. Feel free to send an updated resume at any time. We appreciate your interest in Family Services of Western Pennsylvania.

We post on our website, www.fswp.org , positions that are currently available. Please watch for opportunities that match your skills and send your resume directly to the person whose name is provided.

Benefits

- 401(k) Plan
- Employee Assistance Program
- Generous, and flexible, Paid Leave
- Training and Educational Assistance Program
- Fully Paid Disability and Life Insurance Benefits
- Choice of medical insurance plans, dental and vision benefits



FSWP is an Equal Opportunity/Affirmative Action Employer

Women, minorities, and persons receiving or who have received services are encouraged to apply.