

## Cherokee Elder Care

**Job Title:** Case Manager, Social Worker (BSW)  
**Prepared:** 5/8/2012, Amended 9/18/13, & 9/19/16  
**FSLA Classification:** Non- Exempt  
**Supervisor:** Behavior Health Coordinator

Approved by:  Date: 9/19/2016

### Job Summary

Under the supervision of the Behavioral Health Coordinator, the Case Manager is responsible for providing direct social work case management services to Cherokee Elder Care participants. Responsibilities will include but not be limited to the following activities: provide social services support to include participant screening, case management, and referral, and other duties as assigned.

### Essential Job Functions

- Participates in the Interdisciplinary Team's initial assessments, care planning and on going evaluations of participants.
- Maintains current written case management records, including periodic reassessments, of program participants.
- Under direction of the LCSW may, develop and lead group education and activities.
- Refers participants to appropriate community agencies or facilities, acts as a liaison with such organizations and as advocate for participants.
- Consults with and advises staff members as to the relationship of social, emotional and cultural factors to health and medical care, and as to the availability of social services in the community.
- Participates in program and policy development of the social work component of the program.
- Communicates participant changes to team members.
- Assists with the coordination of 24 hour care delivery to Cherokee Elder Care participants.
- Completes all documentation requirements in the medical record.
- Maintain knowledge of regulatory requirements and community resources.

### Non-Essential Job Functions

- Attends and participates in all staff meetings, in-services, projects and committees as assigned.
- Adheres to and supports the facilities' policies, practices and procedures.

- Accepts assigned duties in a cooperative manner and performs all other related duties as assigned.
- Must be flexible in schedule of hours worked.
- May require use of personal vehicle.

### **Working Conditions/Physical Demands**

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to access all areas of the facility throughout the workday. Ability to lift up to 35 pounds occasionally, 15 pounds frequently and 7 pounds constantly. The Case Manager is required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds. Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling. Ability to communicate verbally with an excellent comprehension of the English language. Work is generally performed in an indoor, well-lighted, well-ventilated, heated and air-conditioned environment.

### **Knowledge, Skills and Abilities**

- Experience and thorough knowledge of social service principles and practices.
- Knowledge of psychosocial, behavioral, and family needs of the elderly population.
- Knowledge of financing mechanisms such as Medicare, Medicaid, Prospective Payment Systems.
- Knowledge of local health and social service delivery systems, and aging network.
- Effective oral and written communication skills.
- Proven ability to work in an interdisciplinary team.
- Computer skills required.

### **Education/Certification**

A Bachelors Degree is required from an accredited School of Social Work with two years experience in a health related area and one year experience working with a frail or elderly population.

Must have the following licensure, registry or certification: BSW or MSW.

### **Acknowledgment**

I have read the above Case Manager job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can

perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to Cherokee Elder Care's expectations for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Cherokee Elder Care reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cherokee Elder Care Representative

\_\_\_\_\_  
Date