South Madison Coalition of the Elderly
Job Announcement

Job Title: **Case Manager**

Job Summary: Case Manager working with older adults with older adults. Will be responsible for performing a comprehensive assessment of a client's needs, developing an individual service plan for each client, completing program requirements, responsibilities and providing follow through.

Essential Duties:

1. Complete a thorough assessment and social history of the client's characteristics and needs through interviews with family, friends, advocates and service professionals. Gather information and summarize all previous assessments of the client's strengths and needs.
2. Create a comprehensive document describing the person's existing capacities, personal preferences, potential natural supports, present services, and need for further services and supports.
3. Develops an individualized service plan that enumerates the desired types and amount of services a client should receive, the ways in which the service should be arranged and the anticipated measurable outcomes.
4. Implement to the maximum degree possible the individualized service plan.
5. Monitor service delivery with the client and others.
6. Provides crisis intervention in appropriate situations.
7. Maintain case notes and records on each client served. Complete all required paperwork and keep records current and in compliance with the case management program requirements.

Education and Experience: Graduation from an accredited four-year college or university with a major in social work, or related human service field. A Master Degree is preferred. Social Service experience with Older Adults is required. A current state social work license required.

Send Resume To
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