South Madison Coalition of the Elderly
Job Announcement

Job Title: **Case Manager Supervisor**

Program: Case Management

Supervisor’s Title: Executive Director

Supervision Provided: Social Worker Case Managers (10) Nurse Case Manager (1)

Date: January 23, 2015

Job Summary: The Case Manager Supervisor is responsible for the supervision and training of the all case managers under the Executive Director.

Essential Duties: **Administrative Duties:**

1. Assume the responsibilities of the Executive Director in her absence.
2. Address concerns of clients and / or families.
3. Prepare quarterly reports regarding case management activity.

**Supervision Duties:**

1. Participate in the hiring process of case management staff.
2. Develop and monitor the training of case managers.
3. Conduct performance evaluations based on established performance standards.
4. Perform case consultation with case managers weekly.
5. Perform home visits with case managers as needed.
6. Coordinate staffing meetings with community agencies including Mobile Outreach to Seniors Program, COP/ Most Team, housing managers and others for the purpose of sharing information, obtaining new referrals and avoiding duplication of services.
7. Monitor case notes and case records to insure compliance with program requirements.
8. Perform annual recertification for Community Options Program.
9. Supervise register nurse in case manager activities.
10. Assign Cases and monitor caseload size.
Direct Services Duties:

1. Cover case managers case loads as needed.
2. Assess the needs of older persons referred to the agency and work with older persons as needed.

Qualifications:

The Supervisor must have a comprehensive knowledge of community resources. Can work as a member of a team.

Education and Experience:

Have at least two years of supervisor experience. Have a minimum of a Bachelor Degree in one of the social services. A Master Degree is preferred. Five years of experience in assessing the needs of and providing social service to the older adult, including minority and disabled.

Please send resume and cover letter to:

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