

Clayton County	
Title: Case Manager/Aging Class Code: AG061	

PURPOSE OF CLASSIFICATION

Provides case management and coordination of Home Care, Meals-On-Wheels, and Transportation services for the Aging Program. Duties are performed under the supervision of the Aging Program Administrator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Accepts and records referrals, makes home visits, completes initial assessment, determines client's eligibility through a specified and written certification process.

Reviews and analyzes information compiled on the client, determines needs, and assists in the development or care/service plans that outline the specific services to be provided.

Identifies and mobilizes resources and develops a resource file that can be used to supplement the services to be provided, involving other service providers when feasible.

Develops, maintains, and keeps all files, records, reports, and care/service plans on each participant or client, including supporting documentation of client's status change or change in services provided.

Participates in client reviews and assessment activities with relatives, relevant staff and service providers, when needed or required. Provide client and/or family counseling.

Visits nursing homes, hospitals, Housing Authority, Social Security Department, and other agencies or relevant organizations to develop information, identify resources to make future referrals and follow-up activity.

Attends and participates in staff meetings, workshops, seminars, and related training sessions to enhance and broaden social services skills.

Prepares reports and submits as needed or required.

Maintains client rights.



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Works closely with Information and Referral Specialist.

ADDITIONAL FUNCTIONS

Provides assistance to clients in completing forms, filing insurance claims, paying bills by mail, and interpreting correspondence.

Completes applications for energy assistance, surplus commodities, and Medicaid. Makes appropriate referrals for CCSP, volunteer services, financial and other needs.

Assists in making referrals for transportation and center congregate program and completes appropriate forms.

Makes appropriate referrals to Adult Protective Services.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Social Work or closely related field; or in lieu of degree, two (2) years of college and two (2) years of experience in human services delivery, preferably in the field of Geriatrics; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job. Must be interested in and aware of the needs of older adults. CPR Certification and Defensive Driving Certification required. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

