

CARE MANAGER, MOS

JOB CULTURE

The Masonic Homes of California are committed to a culture of leadership. Our culture is to provide superior service to members, residents, and staff through a sound & progressive model of service & care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement--we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

JOB SUMMARY

The Care Manager will provide Care Management duties through the Masonic Senior and Family Outreach Service Programs, under the Department of Masonic Outreach Services. The Care Manager will be responsible for supporting the programs through public speaking engagements at the lodges, and the coordination and management of care services for members of the fraternity. The Care Manager will assist clients with problems associated with aging and finances, benefits location, eligibility, application, and coordination. They will also assist clients with issues of economic hardship, job placement and job search efforts, housing, social service programs, counseling services, and financial guidance. This position involves travel throughout Southern California and has a primary caseload of clients residing in northern Orange County, parts of Riverside & San Bernardino Counties, and parts of Los Angeles County. The Care Manager will also serve out-of-state clients as well. This is a part-time position.

ESSENTIAL FUNCTIONS

1. Provide ongoing Care Management to clients in the Masonic Outreach Services programs, in-office by telephone and on-site at clients' homes, RCFEs or wherever clients are located; travel is day trips primarily, occasional overnight.
2. Develops client budget based on current information and according to program guidelines, also adhering to this budget.
3. Speaking engagements at lodge functions throughout the area.
4. Assessment of physical, financial, emotional & environmental status of clients.
5. Develop individual care plans for clients, providing appropriate and adequate resources to support their ongoing needs.
6. Maintains a regular visit schedule with clients.
7. Informs clients and family members of all public benefits to which they may be entitled and provides guidance in accessing these benefits.
8. Maintains ongoing open communication among all care providers, lodges, and family.
9. Uses independent judgment to monitor and resolve clients' issues, based on experience.
10. Coordinates placement & relocation services for clients when necessary.
11. Builds & maintains relationships with community resources and support services for clients.
12. Reviews and prepares reports, check requests, etc.
13. Updates & maintains information on the database.

14. Working with elderly: 3 years

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

1. Bachelors degree in Social Work, Psychology, Sociology, Gerontology, or related field from an accredited college/university, and/or relevant experience in care management for families and older adults. Masters degree strongly preferred.
2. Valid California drivers' license.

SKILLS, ABILITIES AND EXPERIENCE

1. Knowledge of social services & benefits programs available to families, children and seniors such as Medicare, MediCal, SSI, SSDI, TANIF, etc. and experience with assisting others to obtain these benefits.
2. Knowledge of healthcare insurance options.
3. Familiarity with Social Security, pension plans, and other income sources for retirees.
4. Experience with accessing Mental Health services.
5. Experience with accessing services through the public school system.
6. Must possess strong time management & organizational skills, and uses time efficiently.
7. Must possess strong communication skills to communicate effectively with seniors, families, vendors, and others.
8. Must be able to exercise independent judgment, demonstrate good assessment skills and relate effectively to the elderly, children, families, and professional associates.
9. Effective problem solver & critical thinker.
10. Intermediate computer skills in Microsoft Outlook, Word, Excel, and ability to learn the Masonic Outreach Services database system.
11. Ability to perform basic to moderate arithmetic calculations.

OTHER REQUIREMENTS

1. Ensures that residents' rights to fair and equitable treatment, self-determination, individuality, privacy, property & civil rights are well established & maintained at all times.
2. Maintains confidentiality.