



## **Case Manager – Job Posting (Part Time – 25 Hours Per Week)**

### INTRODUCTION

This is an in-person position located at the J-Sei office, 1285 66<sup>th</sup> Street, Emeryville, CA. This position requires a self-motivated person to work independently under general supervision and within a team to provide case management services **to assist older adults and their families.**

### SKILLS REQUIRED

- Must apply the principles, procedures, and techniques of casework and its planning
- Appropriately manage time and responsibilities
- Establish and maintain the confidence and cooperation of persons contacted in the course of work
- Establish rapport with clients and their families
- Assess and analyze situations and conditions requiring the application of specialized casework skills, and provide appropriate services and referrals
- Have excellent writing skills
- Have excellent verbal communication skills
- Have good knowledge of Bay Area social services and process of applying for benefits.

### RESPONSIBILITIES

- Perform home visits and psychosocial assessment of the clients, develop, implement, care plan and monitor and follow-up with client in a confidential manner
- Uses own car to conduct home visits, attend meetings/appointments and potentially on a rare occasion transport clients to appointments
- Provide information, assistance, referrals and follow-ups to older adults and their families regarding senior-related community resources
- Maintain client registration and intake records in accordance with agency policy and funding requirements
- Write clear, concise progress notes and submit monthly reports in a timely manner
- Offer information and assistance over the phone
- Provide assistance in agency's community outreach
- Participate in staff meetings, and community meetings, as appropriate
- Contribute case management related articles to J-Sei newsletter
- Perform other related duties as required.

### REPORTING RELATIONSHIP

The Director of Services provides overall supervision of the position. Evaluations are conducted by the Director of Services.

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1285 66<sup>th</sup> Street | Emeryville, California 94608

P: (510) 654-4000 | F: (510) 654-4011 | [www.j-sei.org](http://www.j-sei.org)



### QUALIFICATIONS

1. Minimum of two years of experience working in the field of aging or the provision of senior services.
2. Bachelor's degree in Social Work or related discipline desirable. Master's degree in Social Work or Gerontology preferred.
3. Knowledge and experience of working with Word, Excel and Google docs.
4. Collaborative approach to achieving goals.
5. Strong communication, listening and people skills necessary to project and promote the J-Sei mission to seniors, volunteers and general community.
6. Ability to multi-task and prioritize multiple day-to-day operations in a fast paced environment.
7. Familiarity in working with Japanese seniors preferable
8. Ability to speak Japanese desirable, but not required
9. Ability to occasionally move files and supplies up to 25 pounds
10. Valid California driver's license, auto insurance and a safe driving record.

### To Apply:

Please email your cover letter and resume to [Diane@j-sei.org](mailto:Diane@j-sei.org). Applications will be accepted until the position is filled.

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