



**FRANKLIN COUNTY
OFFICE ON AGING
280 E. Broad Street, 3rd Floor
Columbus, OH 43215**

- JOB ANNOUNCEMENT -

POSITION TITLE: Case Manager, Senior Options (Non-Bargaining) (11 Positions) **PCN:** 111001
REPORTS TO: Case Manager Supervisor **P.R.:** N12

RESPONSIBILITIES: Respond to high volume telephone calls from the general public and professionals who are requesting information and home care services for senior citizens residing within the county. Make referrals and advocates on behalf of older adults and their families.

Complete initial assessment online for home care services and provide on-going telephone case management services, in accordance with agency policies. Maintain records for program clients within a secured database. Work within a team environment.

Participate in case reviews and development of policies and procedures. Make presentations, attend meetings and serve on committees. Continue education by attending workshops and in-service training activities.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Social Work or related field required. LSW preferred. At least one-year (1) experience working with older adults or demonstrated assessment/case management skills is desired. Knowledge of older adult service delivery network, preferred. Experience in word processing software is necessary for day-to-day program operations. **Additional Desired Qualification:** Fluent in Spanish as second language.

STARTING SALARY: \$18.90/hour, plus a comprehensive benefits package.
180 Day Probationary Period

DATE POSTED: Monday, April 11, 2016

DEADLINE TO APPLY: Friday, April 22, 2016

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

- EOE -