

**NOTICE**

There is a job vacancy with the **BAY COUNTY DIVISION ON AGING**.

**JOB TITLE: ABUSE IN LATER LIFE CASE MANAGEMENT WORKER**

**RATE OF PAY: \$37,273.60 annually, entry, progressing to \$42,556.80 annually, after 3 years (PB05)**

This full-time position with benefits is included in the B.C.A.M.P.S. unit, although membership in the union is voluntary.

**GENERAL SUMMARY:** This position receives general supervision from the In Home Services Manager(s). The individual filling this position is responsible for crisis intervention, counseling, advocacy, education and support services to adults aged 50 and older who are victims of abuse, neglect and/or financial exploitation. Individual will manage a case load of older victims and set up services and assistance to help them achieve safety and independence from abuse. Individual will respond to referrals of elder abuse from community agencies and will coordinate and conduct outreach to victims and training about elder abuse for the purpose of locating victims and strengthening the knowledge of service providers. Individual will maintain and foster interagency and community relationships.

**TYPICAL DUTIES:**

1. Individual will provide services to victims of abuse, neglect and/or financial exploitation aged 50 and older residing in Bay County. Referrals will be accepted and sought from a variety of sources, including Adult Protective Services, the Bay Area Women's Center, other agencies, friends, neighbors, churches, area hospitals and law enforcement agencies.
2. Home and/or site visits will be conducted for the purpose of completing an assessment of need, establishing a safety and service plan with the victim, and obtaining proper signatures/client releases so that referrals for services can be arranged. The victims shall be informed of available services and assisted when needed to obtain services.
3. Individual will coordinate crisis services including life skills, counseling, support groups and other for victims with the Bay Area Women's Center (BAWC) and oversees financial arrangements and tracks victims services provided through the BAWC.
4. Individual will maintain accurate, up to date case files, including progress notes regarding actions taken on behalf of the victim, follow-up contacts, and reassessments. Information is entered into laptop computers, utilizing a program that produces assessments, demographic reporting form and other forms required by funding agency. Computer familiarity and data entry skills are essential.
5. Reassessments will be completed at least every 6 months, and sooner, if the client's situation necessitates closer monitoring.
6. Individual will create a safety and service plan with the victim, link and coordinate services from agencies, provide funds to assist with identified victim needs unavailable through agencies and conduct monitoring up to 12 months to ensure victim safety and independence.
7. Individual will be knowledgeable about eligibility requirements for various programs, including benefits available through agencies such as the Bay Area Women's Center, Family Independence Agency, Social Security Administration, Community Action Agency, etc. The case manager will assist the victims in completing application materials if assistance is not readily available through the helping agency.
8. Case Manager will educate victims about programs available to them to help achieve safety and independence, such as Dial-a-Ride transportation, senior center(s) noon meal and socialization programs, housing, legal help and encourage to utilize these services when needed and readily available.
9. Individual will attend the Bay County Elder Abuse Coordinated Community Response Team meetings and selected trainings, to remain current about services available in the community and new developments in the field of case work and abuse in later life.
10. Individual will develop a working relationship with representatives of other referral agencies, and will coordinate help with local churches, neighbors, and volunteers where appropriate.
11. Individual will complete outreach to assure the services are known to victims.
12. Individual will investigate client complaints or situations in which services may be inappropriate to the situation whenever assigned by the In Home Services Manager(s).
13. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
14. Individual will complete other duties as assigned when needed.
15. Individual will be responsible for regular grant reports and data tracking.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** Applicants must have a bachelor's degree in social work full licensure required. Candidate must have at least one year of case management experience working with older adults with crisis and/or trauma informed intervention experience. Must be especially sensitive working with victims of abuse. Applicants must have good rapport and ability to relate to senior citizens. Applicants must be able to lift and transport lap top computer from office to homes of seniors with or without reasonable accommodations. Must be computer literate. Applicants may be required to take written and/or other examinations. Applicants must have good reading, writing, and math skills necessary to complete required case file documentation, including computation of taxes, eligibility applications, etc. Valid Michigan operator's license required.

**Physical Requirements:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m. Wednesday, August 3, 2016**.

**AN EQUAL OPPORTUNITY EMPLOYER**

"Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression."