

# Case Manager

North Area Meals on Wheels

Syracuse, NY 13212

\$17 an hour - Part-time

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## Job details

No matching [job preferences](#)

### Salary

\$17 an hour

### Job Type

Part-time

### Shift and Schedule

No weekends

No nights

Day shift

Monday to Friday

## Benefits

Pulled from the full job description

401(k)

401(k) matching

Dental insurance

Health insurance

Paid time off

## Full Job Description

North Area Meals on Wheels is seeking a Case Manager. Responsibilities include home visit assessments of clients, client intakes/ data entry, monthly reports, attendance at County meetings, and being an integral part of our team. This is a PART-TIME position, 18 hours, 3 days a week.

### Job Summary:

Manage the overall coordination of the intake process and communicate North Area Meals on Wheels services to prospective clients. Responsible for completing all intake information for new clients to determine funding source. Perform client assessments and gather extensive state required information on each client. Identify client needs that are unmet. Maintain all client files and document and enter data into required databases.

**Essential Job Duties and Responsibilities:** (Additional duties may be assigned)

- Complete all intake for new clients and recommend/assist in the development of meal plans and determine funding resources.
- Regularly conduct home visits and gather extensive information to assess clients' needs to determine eligibility for the Meals on Wheels Program.
- Document and enter data into NYS database and NAMOW's database.
- Identify any client needs that are unmet and refer clients to local agencies and resources.
- Assist clients with completing required paperwork for entitlement programs.
- Maintain complete and accurate client files and correspondence, including required forms (consents, diet orders, etc.).
- Assist clients and/or their families on the phone with problem-solving in a professional, patient and respectful manner.
- Attend all Onondaga County required monthly meetings and services.
- Perform other duties, as required.

**Supervisory Responsibilities:**

The Case Manager does not have any supervisory responsibilities.

**Minimum Qualification Standards:**

- High school diploma or GED required.
- Human Services/Social Work degree preferred.
- At least 1 - 3 years of geriatric/senior care experience.
- Valid NYS Driver's License and ability to travel locally to client homes.

**Knowledge, Skills, and Abilities:**

- Basic computer skills including the ability to send/receive e-mail messages and perform basic word processing and/or data entry.
- Ability to work with and function as a team member at all levels within the organization.
- Ability to respect the dignity of all who are served.

**Equipment, Machines and Software Used:**

Ability to operate various office equipment including computer, printer, telephone, fax machine, photocopier, scanner and calculator.

Computer Software: Microsoft Outlook, Word, Excel, and Peer Place (NYS Database).

Job Type: Part-time

Pay: \$17.00 per hour

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off

Schedule:

- Day shift
- Monday to Friday
- No nights
- No weekends