

Home Care with Grace, LLC

Job Title: Social Worker / Case Manager

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Home Care with Grace, LLC Social Worker / Case Manager (LICSW) is a key member of the multidisciplinary team who provides and oversees the provision of care for Caregivers/Members. The primary responsibility will be supporting the CEO and Caregivers. Additional responsibilities will include collecting and entering data into the HCWG databases as required by Home Care with Grace, LLC and by local, regional and national agencies.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Complete initial assessments and produce on-going documentation of monthly home visits
- Coordinates and meets with clients on a monthly basis.
- Provides training and education to Caregiver/Members regarding important aspects of care.
- Acts as a liaison between Caregiver/Members, staff and multidisciplinary care team.
- Telephone contact with Member/Caregivers to assess ongoing status and organize follow-up as needed.
- Meets regularly with staff to facilitate quality and process improvement initiatives.
- Other duties as assigned.

QUALIFICATIONS:

- BA of Social Work from an accredited program and current Massachusetts LICSW required.
- Access to reliable vehicle and hold valid car insurance and current Massachusetts driver's license.
- Bilingual speaking preferred

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

- Access to own telephone, computer and scanner/fax machine.
- Advanced knowledge in creating/updating documents within Microsoft Office and Google Docs.
- Ability to work in a multicultural and multilingual community.
- Ability to work independently while collaborating with others in the care of complex Caregivers/Members.
- Excellent written and oral communication skills to work with individuals from various fields of expertise, including primary care staff, hospitals and other administrative providers.
- Strong command of business grammar and etiquette.
- Excellent organizational abilities to formulate and meet timetables.
- Excellent interpersonal skills and ability to work as part of a multidisciplinary team.

WORKING CONDITIONS:

Administrative office, home office and community settings. Working conditions may include busy and sometime stressful family caregiver encounters, and environments where there may be exposure to communicable diseases.