

THE HUMAN SERVICES DEPARTMENT IS HIRING!

CASE MANAGER

AGING AND FAMILY SERVICES



The Department

The Human Services Department (HSD) delivers and supports services by forging long-term community partnerships; engaging with and building the capacity of the community to do its own problem-solving; and leveraging financial and volunteer resources.

The Position

The Multipurpose Senior Service Program (MSSP) Case Manager will perform professional and clinical social work tasks and duties for older adults living with complex medical conditions to assist them to obtain optimum health, financial, and/or social services. As a member of the Human Services Department, this position reports to a Clinical Supervisor in the Aging and Family Services Division.

This is a regular, part-time position (32 hours/week) and will receive pro-rated benefits.

Examples of Job Duties

- Manage a caseload of 28-32 clients comprised of older individuals with complex medical conditions.
- Conduct comprehensive client assessments, and develop and monitor service plan.
- Collaborate with team members, Human Services programs, and community agencies.
- Conduct home visits and provide other community interventions.
- Conduct inter-agency and/or family conferences.
- Advocate for clients in accessing services.
- Monitor services provided for each client.
- Maintain timely electronic documentation of services, reporting, and billing.
- Participate in peer chart audits and outside audit preparation.
- Prepare and present training, outreach, and educational sessions and materials.
- The complete job description can be viewed [here](#).



City of Fremont is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 230,504 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and the City Manager.

Qualifications

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education and Experience

- Master's degree in Nursing, Psychology, Social Work, Counseling, Sociology, Gerontology, or related field and one year of case work experience, **or**
- Bachelor's degree in Nursing, Psychology, Social Work, Counseling, Sociology, Gerontology, or related field and three years of social service experience, one year of which has been with older adults and/or family serving programs.

Licenses/Certificates/Special Requirements

- This position requires the ability to travel independently within and outside City limits. Therefore, a valid Class C California Driver's License is required by time of appointment.
- California RN license unencumbered required for nurse candidates.

Ideal Candidate

- The ideal candidate will be a dynamic nurse or social work professional to complement our Multi-Purpose Senior Services Program (MSSP).
- Bilingual fluency in Spanish, Dari, and/or Hindi is desirable. The need for a bilingual Case Manager is dictated by the demographics of the individuals who seek our assistance.

A summary of benefits can be viewed online:
Benefits Summary

Hourly Rate

\$42.97 – \$52.23

The City of Fremont is an Equal Employment Opportunity Employer.

APPLY HERE!