

PETALUMA PEOPLE SERVICES CENTER

Job Description

JOB TITLE: Bilingual Case Manager

EXEMPT (Y/N): No

DEPARTMENT: Senior Services

LOCATION: 25 Howard Street

SUPERVISOR: Director of Senior Services

DATE: December 2020

As a Bilingual Case Manager for our Senior Services Department, the general purpose will be to counsel and aid frail older adults age 60 or older who need assistance managing daily living tasks to maintain optimum levels of functioning in the least restrictive setting possible, and families requiring assistance of social services agencies.

General list of duties includes but not limited to:

- Assess physical, social and psychosocial needs of the individual
- Arrange, Coordinate and monitor services
- Prepare and organize reports and statistics
- Data Entry, utilizing various programs
- Participate in and coordinate various senior programs as assigned
- Provide home visits to clients

Minimum Education and/or Experience requirements:

Qualifications include a Bachelor's degree (Master's preferred) in social work, counseling, psychology, gerontology or related human service field, with case management experience. Knowledge and experience working with a senior population and related issues, along with excellent communication and documentation skills are needed. Must have a valid California driver's license. Criminal and background screening clearance is required for this position.

Full time

30 - 40 hrs per week

Vacation, holiday and sick time benefits. Salary is \$18 - \$20/hr.

Criminal and background screening clearance and pre-employment exam required.

To apply, please email your resumé to devin@petalumapeople.org. If you wish to introduce yourself with a cover letter, it is optional.

Petaluma People Services Center was established in 1974 and has grown to be one of the major community-based human services organizations serving southern Sonoma County. We are dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual.

PPSC is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.