

August 25, 2017



## Service Coordinator (Case Manager)

### Supports Coordination

#### Job Description

Are you a compassionate Case Manager committed to ensuring services are provided to those in need? Do you feel motivated by helping others become more independent?

We are seeking a dedicated and passionate individual to join our team as a Service Coordinator (Case Manager) for our Supports Coordination program. This program is designed to help adults who live with a disability stay in their own homes, go to work, attend school and participate more fully in the community.

#### Day-to-day:

- Help individuals create a personalized care plan
- Provide consumers with ongoing support, reevaluating service plans and hours of care as needed
- Conduct in-home, face to face visits at scheduled at dates/times of the consumer's choice
- Monitor the delivery of delivery of in-home services and supports
- Assist consumers in managing the delivery of their own care to achieve independence
- Provide case management and resource navigation assistance

After training is complete this position can be performed remotely, and does involve a great deal of travel within the Greater Philadelphia Area.

#### Skills & Requirements

What we are looking for:

- **Bachelor's degree sociology, social welfare, psychology, gerontology or another behavioral science required.**
- 1+ years' case management experience preferred.
- Additional technical skills in understanding and navigating complex service delivery systems, computer skills and experience with databases; speed, proficiency and accuracy in use of Microsoft Office Suite, and ability to pass a computer competency test are required.
- Solid communication and customer service skills are essential.
- Must have valid Driver's license and personal vehicle.

The rewards of a job well done are enhanced by a competitive benefits package. Apply now to find out why JEVS' employees continue to realize career satisfaction year after year!

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Office of Student Life

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