

CAREER OPPORTUNITY



Title: Senior Outreach Team Leader

Hours: Full time (37.5 hours per week, non-exempt position)

Brief Description:

To implement, facilitate, coordinates all aspects of Senior Outreach workers and volunteers. This position is critical to providing support, guidance to seniors over the age of 60 to reduce isolation and provide caregivers relief. The Senior Outreach Team Leader will provide assurance that individuals' lives are connected to their community and that they live a quality life.

- **Care Management Activity and Oversight of the Senior Outreach Workers and Volunteers**
 - Maintain a caseload
 - Provide Care Management services
 - Provide leadership, supervision, scheduling, and coaching
 - Monitor documentation and complete case reviews
 - Familiarity with regulations/laws, ombudsman, adult protective services
- **Coordination of Trainings and Collaboration with Community Organizations**
 - Attend meetings to promote and educate community
 - Manage volunteers
 - Work on new funding opportunities and promote program opportunities
- **Documentation, Data Management, and Program Evaluation**
 - Responsible for ensuring staff use of appropriate database for case records and monitoring of data.
 - Monitors case documentation and maintenance of client files.
 - Survey evaluations

Minimum Requirements:

- Bachelor's degree and 1-year supervisory experience, preferably in a social service setting, or related direct social service experience with progressive responsibilities
- Demonstrated skills in client assessment, person-centered planning and goal setting, intervention tracking.
- Experience with electronic record databases and data entry.
- Sound interviewing and intervention skills; skills in client assessment and outreach.
- Knowledge of community resources
- Ability to network with other persons or agencies to meet client needs/goals.
- Ability to work with mental health and aging population.
- Ability to work independently as well as participate as member of a department team
- Sound skills in client engagement and building rapport
- Effective oral and written communication.
- Ability to complete effective case notes in timely manner and use basic computer skills for electronic record keeping.
- Ability to collect client data and assist with program evaluation activities

All interested candidates should send a resume with salary requirement to: Human Resources Catholic Social Services of the Miami Valley 922 W. Riverview Ave. Dayton OH 45402, Or e-mail to jobs@cssmv.org, Or fax to 222-6750