

**THE NEIGHBORHOOD SELF HELP BY OLDER PERSONS PROJECT, INC.**  
**953 SOUTHERN BOULEVARD Suite 203 BRONX, NEW YORK 10459-3477 (718) 542-0006**

**Position Available**

<b>Position: CASE MANAGEMENT PROGRAM, CASE MANAGER</b>	<b>Salary: TBD Full Time: 35 hour /week</b>
<p>The purpose of <b>Neighborhood SHOPP Case Management Program</b> is to provide services to the frail elderly with long term care need who wish to remain in the community. The Case Management Program is a 100% DFTA-funded program and employment is contingent upon successful contract renewal. Utilizing a strength-based approach, Case Management objectives include: making an appropriate determination of client needs, strengths, abilities and interest; linking clients to services and resources in the community and monitoring and conducting reassessments to ensure appropriate service utilization.</p>	
<p>Services to be Rendered:</p> <p>The <b>Case Manager</b> is specifically responsible for the following:</p> <ul style="list-style-type: none"> <li>• On a rotation basis, serve as Intake Worker and conduct intake and screening interviews with referral sources and/or clients;</li> <li>• Maintain caseload as assigned by Social Work Team Leader;</li> <li>• Conduct in-home assessments to identify goals, available resources and strengths, eligibility for services and need for services;</li> <li>• Establish a collaboration helping relationship with client and family support system that supports the dignity and self-determination of the older adult;</li> <li>• In collaboration with team, develop initial and long-term care plans; recommend services and monitor waiting lists;</li> <li>• Maintain contact with clients and informal supports for mutual and monitoring adequacy of care plans and services delivery in a timely manner;</li> <li>• Provide crisis intervention services and assist clients in developments of emergency contingency plans;</li> <li>• Maintain complete and well-written documentation of case records and PDS.</li> <li>• Communicate with referral sources and other community resources to ensure timely and appropriate service delivery;</li> <li>• Provide client education and advocacy; actively assist in a time referral to other non-DFTA service providers to ensure conservation of limited resources.</li> <li>• Determine cases eligible for termination and close cases within the guidelines of program procedures.</li> <li>• Work as part of a team focusing on collaboration, cooperation and shared staff roles and case assignments;</li> <li>• Be involved in a supervisory relationship with the Program Director and accept peer-to-peer supervision as well;</li> <li>• Conduct self-assessments for annual performance evaluations;</li> <li>• In collaboration with team, develop work/off-site schedules and request leave time and petty cash in a timely manner;</li> <li>• Assist team with case record chart management and compliance.</li> <li>• Maintain program records and reports required for documentation and statistical reporting for funding sources.</li> <li>• Conduct outreach, informational and program presentations to community groups and represent SHOPP at interagency coalitions, professional venues;</li> <li>• Maintain and update agency's Resource Directory; provide information and referral to other appropriate agencies and identify community resources for consultation and referral;</li> <li>• Participate in the planning and implementation of staff meetings, staff training and staff development;</li> <li>• Assist with community public relations and promotion of SHOPP and SHOPP events</li> </ul>	
<p>Minimum Qualifications:</p> <p>The Case Manager is responsible for the provision of case assistance services to SHOPP's clients utilizing a team approach. The Case Worker will report directly to the Program Director. This position required a Bachelor Degree in Social Work and experience in social service setting. Bi-lingual English and Spanish preferred.</p>	
<p>Neighborhood Self Help by Older Persons Project (SHOPP) is a non-profit social services agency located in the Bronx serving minority older adults. SHOPP's mission is based on the philosophy of self help. We believe that older people are capable of helping themselves and helping others improve their capacity to deal with the physical, emotional, social, and financial challenges they face as they age.</p> <p>SHOPP has several components which include: the Senior Network Group Work Program; the SNAP Case Assistance Program; the VIP Crime Victims and Elder Abuse VIP Program; New York Connects of the Bronx, the Healthy Living / Proyecto Salud Wellness Program; the Neighborhood SHOPP Casa Boricua, Leon and Guess Senior Centers, SHOPP CMP Case Management Program, Lafayette Estates NORC Program and Transportation Services.</p>	
<p align="center"><b>To apply for this position, email or FAX resume and cover letter to:</b>  <a href="mailto:jobs@nshopp.org">jobs@nshopp.org</a> ATTN: Tynisha Rodriguez, Neighborhood SHOPP fax # 718 542-0944  <b>EQUAL OPPORTUNITY EMPLOYER</b></p>	