



# Meals For The Elderly

*Delivering to the Homebound since 1974*

310 E. Houston Harte • San Angelo, TX 76903 • (325) 655-9200 • [www.MealsForTheElderly.org](http://www.MealsForTheElderly.org)

## **JOB DESCRIPTION**

**Title: Case Manager**

### **1. POSITION DESCRIPTION:**

We are looking for a highly motivated, organized, and compassionate Case Manager to join our team at Meals For The Elderly. As the Case Manager you will work directly with our recipients and their families to assess their needs and create individualized plans to ensure they receive the best possible care. Additionally, you will be responsible for monitoring progress, advocating on their behalf and connecting them with appropriate resources and services within the community.

### **2. RESPONSIBILITIES:**

- 1) Conducts in-home assessments and determines recipient eligibility
- 2) Assess the needs of assigned recipients and develops individualized service plans
- 3) Monitor recipient progress and adjust service plans as needed
- 4) Provide referrals to other community resources as needed
- 5) Maintain accurate records of recipient information and progress notes
- 6) Participate in team meetings and trainings as required
- 7) Driving to and from various recipient locations throughout the week
- 8) Provide exceptional customer service
- 9) Other duties as assigned

### **3. QUALIFICATIONS:**

1. Bachelor's degree in social work or related field
2. Minimum of 1 year experience in case management or related field
3. Knowledge of community resources and services available to recipients
4. Excellent written and verbal communication skills
  - a. Spanish speaker is preferred but not required
5. Ability to work effectively with a diverse population
6. Proficiency in Microsoft Office Suite
7. Valid Texas drivers license
8. Able to work with minimal supervision, make decisions and solve routine problems independently, effectively and creatively.

For additional information regarding the position please contact Lori Rodriguez, Director of Client Services at [casemgmt@mealsfortheelderly.org](mailto:casemgmt@mealsfortheelderly.org).