

# **SENIORS FIRST, INC. JOB POSTING**

## **BILILINGUAL CASE MANAGER OAA (Spanish/English)**

**Job Summary:** Fluent verbal Spanish and English. Responsible for assessing potential clients & arranging appropriate program services through Seniors First and other community resources. Responsible for re-assessing active Home Delivered Meal and Homemaker clients. Bachelor of Social Work or related degree. Working knowledge of MS Office Suite including but not limited to Word, Excel, and Access. Must be able to learn other software programs required by the department. Must successfully pass the Uniform Client Assessment (UCA) test at the first available class/testing opportunity following hiring. Must maintain/have a valid Florida Driver's License, a clean driving record, reliable transportation, and proof of auto insurance. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time, requires frequent walking, standing, stooping, lifting to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required. Exposure to all kinds of environmental conditions this includes but is not limited to adverse weather conditions, extreme heat, tobacco smoke, animals, and adverse environments.

### **Essential Functions**

Screens and prioritizes intakes for assessment of potential new clients.  
Assesses clients and refers them to Seniors First and other community services as appropriate.  
Assesses potential clients for the Emergency Meals Program.  
Treats clients, staff and others with dignity and respect.  
Re-evaluates clients for current program eligibility, according to a yearly field visit re-evaluation procedure.  
Develops community resource base for use in making referrals.  
Updates client files with progress notes regarding each telephone call, field visit or administrative change.  
Submits activity logs, client file documentation, and program reports in a timely manner as required.  
Maintains productivity standards to include a minimum unit production of 28 hours a week.  
Serves as advocate on behalf of client. Assists clients in obtaining services when needed.  
Provides outreach to potential clients.  
Networks with other community resource providers to keep updated on services in the community.  
Attends training seminars and staff meetings as required.  
Some evening, weekend, and holiday hours may be required for special projects and programs.  
Drives MOW route when needed.  
Assists in the development of volunteer/staff relationships.  
Performs all other duties as assigned by supervisor.

### **Other Knowledge/Skills/Abilities**

Organized, detailed, able to multi-task. Customer service oriented.  
Able to work in difficult environments, stressful situations and can react in a calming manner.  
Ability to determine emergency situations - abuse/neglect, food, and shelter. Understanding of the elderly and/or disabled individuals.  
Ability to operate a variety of office equipment.

This is a full-time position working Monday – Friday at 37.50 hours a week.

**All applicants must be able to demonstrate ability to pass a pre-employment drug test and a Level 2 background screening.**

**Position Opens: February 21, 2023**

**Position Closes: April 21, 2023**

All interested applicants should apply at: [hr@seniorsfirstinc.org](mailto:hr@seniorsfirstinc.org). Internal applicants see HR.

**Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE-F/M/Vets/Disabled**

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or [hrlevel2@seniorsfirstinc.org](mailto:hrlevel2@seniorsfirstinc.org), informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.