

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Case Manager, SO	<b><u>CLASS NUMBER:</u></b> 70222	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Office on Aging	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N12	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Social Program Developer (111010)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Case Manager, Senior Options (SO) classification is to provide assessment and ongoing case management for older adults and their families in order to preserve their independence and quality of life. Authorize expenditures for a broad array of home care services. Provide information, referrals, and linkage to non-Franklin County Senior Options' services specific to the needs of older adults.

**JOB DUTIES:**

Plan and develop methods and procedures for implementing program objectives. Direct and coordinate program activities to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Conduct pre-screen interviews and assessments of potential program participants according to program requirements. Confer with program participants to explain program and participant responsibilities in the functions and phases of programs. Modify or change methodology as required to redirect activities and attain program objectives.

Review reports and record activities to ensure progress is being accomplished toward specified program objective. Maintain program participant personnel records. Create resource guide and training guide for program participants. Recruit potential program participants. Maintain documentation of records and activities pertaining to the program and its participants. Collaborate and conduct visits to enroll program participants. Distribute program information for program statistics. Facilitate program orientation workshops for program participants with partnering agencies. Receive and process incoming program correspondence.

Prepare program reports for grant funder and superiors. Prepare and deliver program presentations. Network with community agencies and programs that offer skill-building opportunities for program participants. Provide internal staff support to ensure program service delivery. Locate and link program participants with information, referral, and resource services. Develop and maintain community linkages to program. Identify marketing vehicles to promote program awareness to community, health/medical professionals, social service agencies, etc.

Prepare program reports required by program funders. Attend administrative meetings and internal/external staff meeting. Meet with advisory board to review program objective. Attend trainings and workshops to enhance professional growth and development. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; public relations; human relations; agency policy and procedures; government structure and process; interviewing; social sciences. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; prepare and deliver speeches before specialized audiences and general public; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in social work or related field with one (1) year of social work or related experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date