



## HEALTH PROJECTS CENTER

### **Supervising Care Manager**

Health Projects Center (HPC) is recruiting a Supervising Care Manager for the Multipurpose Senior Services Program (MSSP). Health Projects Center is a growing non-profit health organization serving the Central Coast of California. We are looking for caring and creative individuals to make a difference in the lives of people in need. We pride ourselves on featuring an innovative, friendly and flexible work environment. This position is based out of our Salinas office and presently includes remote work options.

The Supervising Care Manager is responsible for providing leadership to ensure effective and efficient implementation of the MSSP, with the goal of preventing or delaying premature institutional placement of medically frail older adults.

**Reports to:** Executive Director

### **Duties:**

- Supervises and supports the Social Work Care Managers, Nurse Care Managers and Interns.
- Facilitates care plan meetings.
- Reviews and approves care plans.
- Monitors and maintains client caseload at agreed level.
- Ensures efficient and timely intake of clients; and accurate maintenance of waiting list.
- Coordinates with community service providers.
- Represents HPC to outside organizations and potential clients.
- Serves as a member of the Leadership Team.
- Supports and motivates staff to achieve program objectives.
- Provides timely and constructive feedback on performance to staff.
- Delivers care management services to frail elderly clients.
- Ensures effective coverage of client needs during staff/consultant absences and vacancies.
- Guides the care management team with problem resolution and crisis management.
- Ensures appropriate in-service education and training for care management staff.
- Ensures effective use of technology by care management team.
- Ensures compliance with all required regulations by HPC team.
- Develops and facilitates effective collaboration and communication between clinical and administrative staff.
- Ensures that effective quality improvement activities (annual case reviews and peer consultation audits) are conducted.
- Identifies and implements changes to improve organizational and service efficiency and effectiveness.
- Maintains MSSP Procedures Manual.
- Assists with preparing reports for funders and HPC leadership.
- Prepare for and manage audits of services by funders.

**Required Qualifications**

- Master's degree in social work, nursing, psychology, counseling, rehabilitation, gerontology or sociology.
- Two years of experience working directly with older adults.
- Demonstrated excellent oral and written communication skills.
- Demonstrated commitment to program mission.
- Current CA driver's license and reliable, insured vehicle required.

**Preferred Qualifications**

- Two years supervisory experience.
- Two years case management experience.
- Spanish language fluency.

**Compensation**

This is a full-time salaried position. Starting salary is \$70,000-\$80,000 per year (depending upon skills and experience). We provide comprehensive benefits including: paid vacation (3 weeks to start); paid sick leave; company paid medical, dental, life and vision insurance; travel reimbursement; educational allowance; and pre-tax retirement plan with 5% of salary contributed by employer.

**To Apply:** Please send cover letter and resume to: [info@hpcn.org](mailto:info@hpcn.org). Put SCM in the header.