



JEWISH FAMILY SERVICE  
★ OF THE LEHIGH VALLEY ★

## JOB DESCRIPTION

**Job Title:** Older Adult Case Manager  
**Department:** Older Adult Services  
**Reports to:** Director of Client Services  
**Hours:** Full Time, and In-Person  
**Benefits:** Healthcare, 403b, Paid Time Off

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### Job Summary

JFS is committed to providing compassionate care to help older adults age with dignity. Join a dynamic multidisciplinary team serving primarily Jewish individuals across the Lehigh Valley. Provide case management for clients and their families including in-home assessments, development of treatment plans, and/or information and referral to services and programs. Coordinate logistics to support JFS programs that reduce social isolation for older adults. If you are looking for a job that will feel meaningful and make a difference in the lives of Jewish older adults, this is the job for you.

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### Duties and Responsibilities

- Meet with clients and document case information of completed assessments and determined treatment plans, connect clients to resources through information and referral
  - Develop relationships with outside agencies to maximize resources and advocacy on behalf of clients
  - Collaborate with agency staff on program screening tools, policy, and outcomes to ensure delivery of appropriate services
  - Coordinate logistics and budget of JFS older adult programs, facilitate programs, and document captured outcomes
  - Willingness to learn Jewish customs and traditions
  - Foster relationships for program partnerships with synagogues, businesses, and local colleges
  - Work with the Manager of Marketing to develop publicity materials for older adult services
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### Required Skills/Abilities:

- Ability to communicate with individuals of all ages and the capacity to diffuse emotional situations
  - Possess experience and sensitivity in working with older adults and their families
  - Proficiency in Microsoft Office Suite
  - Ability to work collaboratively, and as a team player
  - Valid driver's license and reliable transportation
  - Participate in ongoing supervision, attend monthly staff meetings, and appropriate team meetings.
  - Ethics: Treats people with respect and maintains confidentiality; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
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### Education and Experience

- Education: Master of Social Work, or Bachelor of Social Work, or Gerontology, or Masters in Counseling, or related field degree
- Experience: 2-4 years relevant experience

**For questions or to apply, contact: Chelsea Karp 610-821-8722, [employment@jfslv.org](mailto:employment@jfslv.org)**