

The Columbiana County Department of Job and Family Services is seeking an Independent Contractor to provide in-home assessment services for Senior Citizens (age 60 and older) within Columbiana County. Services provided will be based on a needs assessment to determine a person's eligibility for referral of services. Contracted Case Managers will be responsible to schedule visits to the homes, conduct individual needs assessment, locate and provide referrals to services that are identified and be available to seniors and service providers as established in the individual service plan.

Contractor will be responsible for the following:

- Communicate with the SCS Levy Administrator for referrals.
- Develop an individual service plan to address a senior client's needs, goals and outcomes, services to be pursued, responsibilities of the senior client, provide support and case management. Be available to clients to answer questions and concerns throughout the service plan.
- Arrange for services indicated by the individual service plan, monitor delivery of services and payment to provider(s). Be available to service provider to answer questions and concerns throughout the service plan. Monitor delivery of services to verify provision of services meets the senior client's needs according the service plan and/or whether modification of the service plan is an indicated need.
- Conduct reassessment of participating seniors at least every 6 months or more frequently if the needs of the senior indicate a need for review of services.
- Advocate on behalf of the senior client for other services and benefits in the community.
- Meet time frames for delivery of services and documentation.
- Know and abide by the specific program contractual expectations.
- Maintain documentation in the appropriate data base to include detailed and accurate assessment for each senior client regarding status, service needs and provision, changes and progress.

The contract Case Manager will need to be skilled in interviewing and communications. A Bachelor's Degree in Social work preferred (Psychology, Counseling or other related fields). The position requires knowledge or resources available throughout Columbiana County to be offered to seniors. Referrals to seniors will be provided by the Administrator of the Senior Citizens Services Levy through the Columbiana County Department of Job & Family Services. Skills will be required in finding resources to accommodate the needs identified.

Case managers will report the Senior Citizens Levy Administrator, who will oversee activities from the Columbiana County Department of Job & Family Services in Lisbon, Ohio. Goals, activities and strategies will be developed. Travel throughout the Columbiana County area will be required. Contractor must have a valid drivers' license and proof of automobile insurance. Must pass a criminal background check and drug/alcohol screening.

The position will be contracted through the end of 2019, not to exceed 650 hours of service, with the option of a 12-month renewal, not to exceed 1300 hours of service.