**The Kearney Center: Case Manager with Focus on Elderly Clients**

**Location:** 2650 Municipal Way Tallahassee, FL 32304  
**Title:** Case Manager with Focus on Elderly Clients  
**Supervisor:** Murdina Campbell

| Qualifications: Bachelor’s Degree in Social Work or related human services field preferred; education and experience working with elderly populations and those experiencing aging-related medical and other conditions preferred; experience working with homeless and vulnerable populations, and elderly populations may substitute for education. | Position Type: Full Time | Hours per week: 40 |

**Job Responsibilities**

**Focus on Aged Clients:**
- Provide compassionate, client-centered services with a focus on assisting with identifying and accessing more stable housing options for elderly clients
- Serve as a point-of-contact for overnight clients who are elderly and/or experiencing aging-related medical and other conditions
- Assist in coordinating services for elderly clients in collaboration with case managers and other colleagues as indicated
- Utilize a collaborative process with team members and community partners to provide service linkages and support systems to effectively serve elderly clients
- Demonstrate knowledge of Kearney Center and community resources for which elderly people experiencing homelessness qualify, and connect clients with these services
- Demonstrate understanding of the needs of elderly people experiencing homelessness
- Possess knowledge of programs and policies that impact elderly people experiencing homelessness

**General Case Management Services:**
- Ensure timely and thorough documentation of all services, including in-person meetings and collateral contacts
- Honor and maintain strict confidentiality in all areas: written, spoken and observed communication
- Provide case management services to other than elderly clients as assigned
- Participate in weekly supervision and team meetings
- Assist in training and supervision of interns
- Some evening hours may be required
- Other assigned duties that build the capacities of all clients and staff to fulfill the mission of The Kearney Center

**General Qualifications**
- Strong verbal and written communication skills
- Good working knowledge of local resources
- Compassionate and open-minded; non judgmental
- Commitment to practicing the values of dignity and respect with clients, coworkers and community partners
- Ability to remain focused and calm in dynamic, fast-paced environment
- Cooperative and flexible with people and systems
- Basic familiarity with computers: Windows, MS Office, email, and database use
- Experience with case management and homelessness services preferred

**Background Checks:**
- Must be able to access the Homeless Management Information System