



Job Posting –Internal/External

Position: Case Manager – Special Seniors Caregiver Program

Status: 1-year contract

Working Hours: 37.5 hours/week

Reporting to: Manager, Special Seniors Caregiver Program

Job Summary: Reporting to the Manager of Special Seniors Caregiver Program. Assesses and identifies the individual needs of potential clients, determines eligibility for community services and develops care plans based on client/caregiver needs and preferences. Provides guidance and leadership to staff. Supports a culture of client safety as part of ESS key strategic goal and priority. Identifies client safety risk; supports a non-punitive reporting environment for reporting goal and priority. Identifies client safety risk; supports a non-punitive reporting environment for reporting unsafe practices and/or errors; support safety surveys and acts on the safety recommendations.

Duties and Responsibilities include but not limited to:

- Assesses and identifies the individual needs and determines eligibility of potential clients to the Special Seniors Caregiver Program.
- Organizes and schedules appropriate supportive services for clients to facilitate participation in education and support
- Works one-on-one and in group setting with clients to develop social support. Provides advocacy, education and access to information and crisis management through ongoing support with clients and caregivers.
- Maintains up-to-date and confidential client case records
- Perform other duties as required.

Qualifications and Requirements:

- Post Secondary Degree/Diploma in Social Services or related field.
- Minimum 3 years full-time experience of direct delivery to seniors or individuals with developmental disabilities.
- Current registration with the regulatory College is required
- Program Development and Group Facilitation skills
- Excellent skills in providing case management support
- Excellent communication, listening and interpersonal skills
- Sound clinical knowledge and understanding of the client population and demonstrated ability to work effectively with the target population (geriatric or individual with developmental disabilities) is an asset
- Proficient in MS Office and basic computer.
- A satisfactory Vulnerable Sector Screening (Police Check)
- A valid Canadian Full G driver's license, a satisfactory driver abstract, a minimum \$1,000,000 third party liability insurance and proof that insurance covers the use of the personal vehicle for work. Successful applicants must have access to a reliable vehicle.

Please respond with resume & cover letter to:

ESS Support Services

Hiring Committee

2245 Lawrence Ave. W. Etobicoke, ON M9P 3W3

Fax: 416-243-7987

email: [hiring@esssupportservices.ca](mailto: hiring@esssupportservices.ca)

****Posting will remain active until filled***

We thank all applicants, but advise that only candidates selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.

ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community.