



Job Title: Aging Life Care Professional | Care Manager

Job Function: Clinical professional in elder care

Location: Plymouth and Barnstable counties

Position Overview:

The Grace Life Care Aging Life Care Professional | Care Manager is a member of a fee for service geriatric care management practice serving elders and those who care for them.

The role is varied, complex and highly visible, thus requires the skill to practice independently and conduct oneself professionally at all times. The ability to establish effective, collaborative relationships is essential. Independent travel to elder's location is necessary. Work schedule is flexible to meet the needs of clients and clinical practice operations.

Company Background:

Grace Life Care, Inc. is Care Management/Consulting practice founded by an RN with a strong dedication to providing elders, and those who care for them, with compassionate care coordination to create a safe living environment while maximizing independence, preserving dignity and quality of life. We serve clients in Plymouth and Barnstable counties and hire employees into our practice who share our values in elder care.

Grace Life Care Mission Statement:

We gracefully guide elders, and their family caregivers, through the complexities of aging process by providing empathy to their challenges, clarity to their options and optimism to promote and support their best quality of life as their needs evolve.

Grace Life Care Company Culture Statement:

At Grace Life Care, we believe in making impactful change in the lives of elders and their families as they navigate the journey of aging. We are a team of experienced nurses and therapists who work with elders and their loved ones to create customized solutions. We provide detailed assessments, thoughtful and targeted care plans, meaningful cognitive engagement and expert guidance that respects our client's autonomy.

We hire individuals who are guided by our shared values of Grace, Optimism and Authenticity. We provide exceptional and empathetic care in all of our services, and we do so by compassionately

meeting clients where they are, without judgment. Our services follow ALCA's Code of Ethics and are not restricted by insurance or healthcare systems.

We create an environment where everyone's expertise is utilized, and we share our successes and challenges with one another. We explore the interests of individuals on our team to promote growth towards work satisfaction while promoting work-life balance. Taking care of ourselves strengthens us to care for our clients.

Job Responsibilities:

- Conduct comprehensive assessments of elder clients in their living environment.
- Analyze information gathered to formulate a plan of recommendations, researching options as necessary.
- Complete a written summary of recommendations, an action plan, for the elder and their family or attorneys with careful consideration being given to the caregiver's needs and goals.
- Create and assist with the implementation of the care plan, modifying interventions creatively as needed. This may include: care coordination for home care services, coordination of medical care, accompany to medical appointments while advocating for client's needs, prescriptions drug cost management, providing recommendations for legal and financial needs management, psychosocial wellbeing, education on health and wellness topics and programs, hiring through private entities, obtaining reimbursement for covered goods and services, monitoring the quality of care being provided to client and making modifications as required.
- Communicate timely and effectively with family members and/or attorneys.
- Document work completed in a timely manner.
- Collaborate and problem solve issues with the client's health care team, coordinating care by prioritizing needs of the client at all times.
- Participate in a weekly meeting with Grace Life Care team for training, supervision and collaboration on challenging situations.
- Update knowledge by participating in ALCA educational opportunities, maintaining professional networks and researching resources.
- Grace Life Care employees are expected to adhere to ALCA Standards of Practice as well as follow Grace Life Care Standards of Practice by following all Policies, Procedures and Processes.

Experience and qualifications:

- Bachelor's or Master's degree in Nursing, Social Work or Gerontology. Current clinical license required.
- Minimum of five (5) years of relevant clinical experience in elder care within a facility or home care setting.

- Care Management certification (CCM, CMC, C-ASWCM, or C-SWCM) required within the two years of employment.
- Must maintain professional liability insurance as well as professional licensure requirements.
- Knowledge of community resources, health care systems and the ability to effectively plan for needs during transitions of care with a strong desire to research options to expand your skills and knowledge in the field of gerontology.
- Strong experience working with elders with dementia and related disease is required and experience with mental health challenges is strongly desired.
- Strong writing skills and the ability to work within a software system (iPad provided) to complete accurate and timely documentation of work.
- Valid driver's license with proof of current auto insurance and use of your own private vehicle.
- Applicant must present themselves as an approachable professional and a valued resource within the community of elder care providers to assist with business development.

Physical and Mental Job Requirements:

- Use of and/or subject to:
 - Vehicle
 - Light equipment
 - Computers/monitors
- Physical requirements:
 - Occasional lifting/carrying up to 15lbs.
 - Occasional standing
 - Frequent sitting
 - Frequent handwriting and typing
 - Frequent visual perception
 - Frequent visual inspection
 - Constant hearing
 - Frequent speaking
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services

- Communicate and exchange routine/basic information
- Memorization/concentration
- Learning/knowledge retention
- Preparing/analyzing numerical figures
- Emotional/behavioral self-regulation
- Interacting with others

Hours of Work:

- This is a non-exempt position and paid on an hourly basis.
- Being mindful of the client's needs first and foremost, work hours are flexible with most work being done remotely in your home/office (iPad provided) as well as visiting clients in their home (private home or facility) and accompanying clients to appointments.
- Availability is expected Monday-Friday 8:30 am to 5:00 pm. There may be occasional work outside of these hours due to meet client needs.

Additional information:

- Compensation is based upon billable hours with additional compensation provided for administrative work and attendance in a weekly meeting as well as mileage traveled.
- This is a position for all ages, including older job seekers who are encouraged to apply.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

Grace Life Care is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulation by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences of work, layoff, compensation benefits, selection for training or other education, professional opportunities and conflict resolution.

It is also the policy of Grace Life Care to take affirmative action to employ and to advance in employment, all persons regardless of their status as a woman, minority, or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

