

Job Title of this Position	Program assistant/Case Manager
Name of Organization	ElderHealth Northwest
Website	www.elderhealth.org
Job Location Address	800 Jefferson St., Suite 620; Seattle, WA 98104
Contact / Supervisor	Lisa Bergstrom
Phone Number	(206) 224-3756
E-mail	lisab@elderhealth.org
<u>Hourly</u> Pay Rate (indicate a range)	\$8.45-\$13.50
Employment Period	Summer Only [ X ]      Academic Year [   ]      Summer & Academic Year [   ]
Hours per week	Summer: full time program 40 hrs/wk [ X ] part time program up to 19 hrs/wk [   ] Academic Year: up to 19 hrs/wk [   ]

<b>Nature of Business or Organization:</b>
Non-profit; Adult Day Health program

<b>Duties and Responsibilities:</b>
Case management: coordinate internal and external services for caseload; update, change, implement care plan; weekly documentation of clients' progress; maintain communication with State CM and other adult day health staff (including nurses, OT); Direct client care: such as run activity groups, serve lunch, provide personal care assistance as needed.

<b>Minimum Qualifications:</b>
Bachelors degree in human services or other related field, or high school diploma with at least 2 years experience in related field Able to lift 25 lbs and able to assist with clients' mobility.

<b>Educational Benefits:</b>
Work study students learn: how community based health care services are implemented; how work teams function/communicate; learn information about a wide variety of mental and health related diagnosis and treatment options; how to improve time management skills.

(For Work Study Office Use Only)

JOB NUMBER **80ELD01**

REIMBURSEMENT RATE: FEDERAL \_\_\_\_\_% **STATE 80** %