



## **CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING**

**JOB TITLE:** Case Manager, Intake Services (Full-Time)  
**DEPARTMENT:** Social Services  
**DIRECT SUPERVISOR:** Program Manager – Intake Services  
**SCHEDULE:** 35 hours per week-One year contract

---

### **SUMMARY**

The Case Manager's role is to provide and coordinate psychosocial services to vulnerable older adults of the Jewish community, with the goal of enhancing their functioning, autonomy, and social integration.

### **DUTIES AND RESPONSIBILITIES**

- Conducting psychosocial and/or financial assessments of clients
- Developing and implementing intervention plans in consultation with client, caregiver and any other relevant professional or community partner.
- Responsible for the follow-up, psychosocial support and assessment of client's needs including crisis intervention, referrals, advocacy, case presentations to internal and/or external committees.
- Responsible to do occasional home visits to meet with clients and families
- Consulting and collaborating with diverse internal and external professionals and systems
- Identifying trends in client requests and community needs
- Participating in training and educational workshops and keeping up to date with the most current trends related to seniors and homecare
- Fulfilling all administrative and data requirements

## **EDUCATION, EXPERIENCE AND SKILLS**

- Bachelor degree in Social Work or related field
- Excellent organizational and administrative skills
- Strong ability to multi-task and prioritize needs
- Ability to work in a team environment
- Competency in the use of Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Minimum of 2 years of experience working with older adults
- French and English communication skills. English is required to best serve the needs of our clientele.
- Russian communication skills are a strong asset, to best serve the needs of our clientele.
- Knowledge of the Jewish Community, an asset

We thank all candidates for their interest; only those considered for the position will be contacted for an interview.

We welcome diversity in our workplace and encourage people from minority and racialized groups to apply.

**Interested candidates may submit their resume to [hr@cummingscentre.org](mailto:hr@cummingscentre.org)**