

**WESTCHESTER JEWISH COMMUNITY SERVICES
POSITION DESCRIPTION**

TITLE: Holocaust Survivors Program, Case Manager

EMPLOYEE NAME:

STATUS: Exempt

SUPERVISOR: Coordinator, Holocaust Survivors Program GRADE:

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Program Coordinator, the Case Manager will provide the evaluations, outreach, and case management to individuals and families of Holocaust Survivors in Westchester County and to recipients of the Holocaust Survivors Home Health Care Program.

JOB DUTIES/ESSENTIAL FUNCTIONS:

1. Provide in-home visits to evaluate and re-evaluate clients for in-home services using Claims Conference diagnostic forms
2. Maintain necessary client related contacts as required including written material, telephone contact, and personal visits as needed
3. Assist Holocaust survivors fill out and submit paper work for added benefits through the Claims Conference on Jewish Material Claims Against Germany
4. Help any Westchester Holocaust survivor fill out paper work for benefits eligible to them.
5. Conduct outreach to survivors who live in Westchester County
6. Make referrals for other needed services
7. Represent the agency at community meetings.
8. Participate on agency and community committees, as needed
9. Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ATTRIBUTES:

1. Knowledge of issues relating to trauma
2. Ability to work with (older) adults and families
3. Knowledge of community resources and how to access them
4. Ability to conduct interviews to obtain social and medical information necessary to make relevant referrals, if needed
5. Ability to work as part of a multi-disciplinary team with other professionals
Ability to travel to various sites with own vehicle
6. Ability to communicate effectively in English, both orally and in writing.
7. Ability to establish and maintain effective working relationships and to relate well with supervisors, program officials, employees, and others

MINIMUM QUALIFICATIONS:

BA/BS in human services or related field
Masters degree preferred