

**Masonic Homes of California  
Job Description**

**JOB TITLE:** Care Manager – Masonic Outreach Service Program

**REPORTS TO:** Masonic Outreach Services Program Manager

**Rev.: 2/08**

**BASED** Regionally (Home Office)

**HOURS** Full Time (40 / wk)

**Job Summary**

The MOS Care Manager is responsible for the coordination and management of care services for members of the fraternity (those over the age of 60) needing assistance with problems associated with aging and finances.

**Essential Functions**

1. Performs assessment to evaluate physical, functional, financial, emotional and environmental status of clients.
2. Develops individual care plans for clients to provide appropriate and adequate resources to support their health and safety.
3. Maintains a regular visit schedule with clients
4. Informs clients and appropriate family members of all public benefits to which they may be entitled and provides guidance in obtaining these benefits.
5. Maintains ongoing open communication among all care providers, lodges and family.
6. Uses independent judgment, based on experience, to monitor and resolve clients' issues to ensure they are receiving a level of care appropriate to their evolving status. When necessary acts as an advocate for client to ensure fair and equitable outcomes.
7. Builds and maintains relationships with community resources and support services for the elderly.
8. Keeps informed of elder care trends, new programs and resources and acts as a source of information for clients and families.

## Care Manager

### **Essential Functions (con't)**

9. Develops client budget based on current information and according to MOS guidelines. Responsible for monitoring and adhering to this budget and reporting any major changes in status to management in a timely manner.
10. Reviews and prepares reports and correspondence as needed.
11. Updates and maintains accurate information on the online access database, demonstrating a thorough knowledge of the system.
12. Performs related duties as assigned.
13. Travel to Union City, CA one day per week. Travel throughout the region. No on-call duties or weekends required.

### **Minimum Qualifications and Experience**

Bachelor's degree in Social Work, Psychology, Gerontology, or related field from an accredited college/university and relevant experience in care management for older adults. Masters degree strongly preferred.

Knowledge of the aging process, health and social service system

Experience with obtaining benefits through Medicare, Medi-Cal, and other insurance

Must be able to exercise independent judgment, demonstrate good assessment skills and relate effectively to the elderly, professional associates, and clients' families.

Must possess and maintain a valid California driver's license without restrictions.

### **Equipment/Materials/Work aids**

Computer/Peripherals  
Copy machine  
Shredder  
Telephone/Fax

### **Environmental Conditions**

Home office, car, client homes and facilities

### **Physical Requirements**

- A. Standing - Frequently
- B. Walking - Frequently
- C. Sitting - Frequently
- D. Lifting - Occasionally, up to 10 lbs.
- E. Bending - Occasionally
- F. Lying - Never
- G. Twisting - Occasionally
- H. Reaching or stretching - Occasionally
- I. Pushing, Pulling, Dragging - Occasionally
- J. Climbing - Never
- K. Balancing - Never
- L. Kneeling/Crouching or squatting - Occasionally
- M. Use of feet, other than walking - Never
- N. Use of hands - Requires simple grasping, firm grasping, or fine manipulation with dominant/non-dominant hand or both hands.
- O. Hearing - Requires the ability to hear at close range (0-5 feet) and at a distance (up to 20 feet).
- P. Vision - Requires clarity of vision at 20 inches or less, accommodation of eye to focus clearly at varying distances and the ability to identify and distinguish exact colors.

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**ACKNOWLEDGMENT**

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*I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Homes of California at Union City.*

\_\_\_\_\_  
Employee

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Supervisor

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Date Signed