



CLASS SPECIFICATION

Class Title: In-Home Services Bureau Manager
Department: Health – Senior Services

Class Code: 530
Eff. Date: 5/1/85
Grade: 25
Revised: 03/10/06

GENERAL PURPOSE

Under general supervision of the Senior Services Division Director, performs supervisory and professional work in counseling senior citizens and their families regarding available resources and alternatives that help maintain seniors in the home.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Supervises in-home services counselors and clerical staff; hires and trains employees; schedules, assigns, and monitors work; evaluates employee performance in accordance with County policies and procedures; addresses employee problems and disciplines employees as required.

Supervises and monitors senior companion program; assists in hiring, training and placement of senior companions.

Schedules appointments with elderly clients and their family members to determine eligibility for services; completes a functional and social assessment on each client; determines cost of services; develops written case plan for services for those eligible; authorizes service delivery; makes referrals to community resources; arranges for the delivery of appropriate services to maintain clients at home; maintains client files; reassesses current clients on a yearly basis.

Counsels client regarding family relationships, problems, and needs.

Maintains client progress records on types of services being utilized; documents client contacts; compiles quarterly reports; prepares monthly billings; monitors program expenditures for the in-home services program; audits client files annually for state evaluations.

Coordinates with other agencies such as Adult Protective Services, mental health services and skilled home health care providers to aid clients; prepares and processes paperwork and reports; facilitates client placement in residential living, adult foster care, or care in the home of a relative.

Acts as a liaison and advocate for clients.

Arranges special projects as assigned by supervisor to prevent premature institutionalization of client, using community organization techniques to strengthen volunteer resources and awareness of existing community resources.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in social work, gerontology, or a closely related field, plus three (3) years of full-time experience in aging programs, gerontology, social work, or a directly related field; or an acceptable combination of education and experience. Preference for Master's Degree in gerontology or social work.

2. Special Qualifications:

Possess a valid Social Service Worker license in Utah.

Must furnish personal transportation for on-the-job travel.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must pass a criminal history background investigation.

Must possess a valid Utah Driver License.

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: community resources available to senior citizens, funding sources, record keeping, management and supervisory practices and procedures, departmental and County policies and procedures.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign, supervise and evaluate the work of others; prepare timely reports; relate well with senior citizens; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other county employees, other agencies, clients, and the general public.