


## **Lutheran Services Carolinas Job Description**

**Job Title:** Care Manager (FCSP)  
**Supervisor (title):** Director of Community Services  
**Department:** Community Services  
**Approved by:** B. Welch Thomas 

**Date:** 5/17/2017

### **Position Purpose/Summary:**

The Care Manager is responsible for the implementation of the Family Caregiver Support Program (FCSP) in compliance with Centralina Area Agency on Aging regulations and LSC's policies and procedures.

### **Essential Functions**

1. Maintain FCSP budget.
2. Determine eligibility of clients for FCSP services
3. Complete appropriate forms for newly enrolled clients; make updates as needed, and reevaluate clients annually and as appropriate based on change in circumstances.
4. Enter client and reimbursement information in Aging Resource Management System (ARMS) each month.
5. Attend quarterly FCSP meetings at Centralina Area Agency on Aging in Charlotte.
6. Assist in the biennial FCSP grant proposal.
7. Complete objectives listed in FCSP grant proposal.
8. Assist caregivers with information and assistance services and provide appropriate referrals to area agencies.
9. Participate in and/or coordinate community events and educational programs which provide support and education to caregivers.
10. Complete monthly FCSP report for inclusion in LSC's monthly report to the Board of Trustees.
11. Distribute liquid nutritional supplements and complete appropriate forms for the Ensuring Good Health Program when funds are available.
12. Collect and redistribute liquid nutritional supplements, incontinence supplies, and other donated items.
13. Facilitate the Caregiver Support Group in Rowan County through the Alzheimer's Association and send in required report after each meeting.
14. Assist Director of community services as needed.

**Supervisory Responsibilities: None**

**Qualifications (Minimum Job Requirements):**

Education: Bachelors degree in social work, human services field, or health care field.

Experience: A minimum of six months working with seniors and/or caregivers in the capacity of providing information and assistance or being exposed to the needs of caregivers and the resources available to them. An internship providing relative experience will be considered.

Specific skills/abilities:

1. Excellent organizational skills.
2. Excellent problem-solving and decision-making skills.
3. Ability to develop and maintain good working relationship with clients, families, referral sources, coworkers, and Centralina Area Agency on Aging.
4. Knowledge of Medicare, Medicaid, the challenges of caregiving, and the special needs of dementia caregiving.

**Preferences: (Optional)**

One year of experience working with caregivers of the elderly and/or people with dementia.

**Working Conditions/Physical Requirements:**

Limited travel within Rowan County required. Work typically performed in office environment. Regularly required to sit for several hours at a time. On a limited basis, may be required to lift 20 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***Employee signature constitutes employee’s understanding of the requirements, essential functions, and duties of the position.***