ROGUE VALLEY COUNCIL OF GOVERNMENTS

Case Aide

Senior & Disability Services (SDS)

Job Announcement

ABOUT THE POSITION

Rogue Valley Council of Governments is seeking a Case Aide to assists case managers in the delivery of long-term care to older adults and adults with physical disabilities. The successful applicant will provide limited casework, client advocacy and provider liaison duties and support in the administrative portion of case management. They will coordinate care in various settings, including over the phone, in-office, and in the home of consumers and other community care environments for Senior and Disability Services programs. This position collaborates with internal and external service delivery partners.

SALARY

Placement on the salary range is based on each candidate's experience and qualifications. Employees are eligible for step increases after successful completion of a six-month trial service period and annually thereafter.

- **Hiring Salary Range:** $3,343.09-$3,662.96 monthly, depending on experience and qualifications. The top of the salary range is $4,397.46 per month; exceptionally qualified candidates may be considered in the higher steps of the salary range.
- **Terms:** Full-time - 40 hours, Monday-Friday/non-exempt with great benefits

WE ARE LOOKING FOR WONDERFUL PEOPLE WHO HAVE:

- A passion for serving older adults and adults with physical disabilities, veterans, and family caregivers
- Strong and effective oral and written communication skills
- An understanding of the challenges confronting these populations as well as the community resources available to benefit them
- Knowledge of the theory and practice of social services delivery
- Excellent communication, organizational, planning and computer skills
- The ability to work independently, make competent decisions, and work as an effective, supportive team member
- Demonstrated effectiveness at establishing and maintaining harmonious and cooperative working relationships with colleagues and a wide variety of people

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- Education: Completion of high school or equivalent plus additional specialized training equal to 2 years of college with course work in social services; course work in geriatrics and gerontology preferred.
- Experience: A minimum of 2 years of social services work required.
- Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

- License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
- Vehicle: Possession of, or permanent access to, a personal vehicle.
- Other: Pass Criminal History Background Check and demonstrate knowledge and proficiency in the use of computer software.

BENEFITS OF EMPLOYMENT

Upon hire or first of month following date of hire

- Twelve paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer paid medical/dental/vision insurance – No employee contribution for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

After 6-month trial service period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer paid HRA contributions of $125 per month
- Employer paid Life and Long-Term Disability insurance
- Optional 457(b) retirement plan (Roth or Traditional)

Special eligibility periods

- Employer paid Mercy Flights memberships
- Optional supplemental insurance such as short-term disability, critical illness, and more

APPLICATION PROCESS

Applications will be considered as they are received and the position will be filled as a suitable candidate is identified. It is widely stated, and supported by studies, that candidates are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. Our recruitment goals include hiring the candidate who is best able to meet the performance objectives of this role; we encourage people with non-traditional skill sets and experience to apply, even if you don't have experience with every job function listed in the job description.

For application instructions, please visit "How Do I > Apply for a Job" at www.rvcog.org. A cover letter describing how your experience prepares you to succeed in this role, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials may delay or prevent consideration for the position.*

WORKPLACE ACCOMMODATIONS NOTICE

Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classifications protected by law.

RVCOG VALUES: **SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT**