

Case Manager



Earle Baum Center (EBC) is a nonprofit regional community center located in Santa Rosa, CA, serving people with low vision and sight loss in Sonoma, Lake, Mendocino, and Napa counties. Located on a beautiful 17-acre rural campus featuring accessible trails, we offer counseling, support groups, core classes, enrichment programs, low vision clinics and social activities to individuals who are blind, legally blind, visually impaired, or experiencing sight loss. Our welcoming community helps individuals regain their confidence, connect with others, and learn the skills they need so they can get back to living full, happy lives.

Earle Baum Center's Case Manager assists our instructors in tracking and managing client progress toward their established service plans. Qualifications for the position include education and background in rehabilitation, psychology, social work, and experience with client case management or similar experience. The position is fully onsite, full-time (30-40 hours per week) and pay is \$23/hour with benefits.

As Case Manager you will:

- Work with EBC instructors to understand the Individual Service Plans (ISP) for each client
- Track client progress toward goals including class attendance and trainings
- Maintain current, accurate case notes on each client
- Communicate with programs teams regarding service delivery and coordination
- Maintain ongoing communication with clients to ensure ISP goals are being achieved
- Ensure quality of service to clients through communication and orchestration between clients, instructors and program personnel
- Participate in individual case discussions and multi-disciplinary team meetings
- Be knowledgeable in all EBC services and promote its service use and improvement
- Maintain confidentiality of sensitive information and adhere to HIPAA guidelines

The Qualified candidate will have:

- Education in Rehabilitation, Psychology, Social Work or equivalent experience
- Experience with client case management or similar type of work
- Experience with confidential information & HIPAA
- Experience with blind rehabilitation services and working with people with disabilities
- Strong team/collaboration, computer and documentation skills
- Strong problem solving, organization, follow through and communication skills
- Ability to travel unassisted to out of office meetings, events, or other required destinations
- Clean driving record if utilizing company vehicles or transporting staff or clients

If you meet these requirements and are ready to embark on an exciting new career opportunity, we'd like to hear from you! Please email your resume and cover letter to EBC@earlebaum.org