



## Weekly job postings – March 30, 2021

*Applicants must apply at [www.glss.net](http://www.glss.net)*

### Home Care Case Manager Bilingual Spanish **\*\*NEW POSTING\*\***

The Home Care Case Manager (CM) has daily responsibility for developing comprehensive person-centered service plans and authorizing, coordinating, and monitoring community-based services to an assigned number of consumers. You will have your own case load and visit with consumers' in their home.

#### Qualifications:

- Minimum of a Bachelor's Degree in Human Services or 50% of Bachelor's Degree completed with degree obtained within three (3) years of employment.
- Minimum of one (1) year experience in Human Services.
- Bilingual in Spanish required
- Proficient in the use of computer systems.
- Must have reliable transportation and valid driver's license.
- Excellent customer skills and professional demeanor with the ability to handle confidential situations.

#### Hours:

Full Time - 40 hours per week (Monday-Friday)

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### Bilingual Geriatric Support Services Coordinator - SCO CCA

The Commonwealth Care Alliance (CCA) Geriatric Support Services Coordinator (GSSC) participates in the CCA Senior Care Options (SCO) primary care team to develop, authorize, coordinate, and monitor consumer-centered community-based services to an assigned number of CCA SCO/Element Care members. Requires a thorough knowledge of available community services, an understanding of both formal and informal support systems, and an ability to interface and collaborate with those systems to ensure the elder's needs are met. The position entails extensive coordination, follow-up, and feedback to clients and services providers, as well as record-keeping in compliance with regulations.

#### Qualifications:

- Bachelor's degree plus two (2) years of professional experience in the care of persons over the age of 65. With at least one (1) year involving work in a setting where people over 65 receive health care or community long-term care services. Or be a licensed Social Worker by the Commonwealth of Massachusetts with continuing education units in the Geriatric practice.
- Valid driver license with reliable transportation



- Bilingual Spanish Required
- Excellent written, verbal, interpersonal, time management, & computer skills
- Possess the knowledge & skills necessary to work successfully as a member of an interdisciplinary team to provide or arrange for community long-term care.
- Successfully completed the Commonwealth Care Alliance training(s) programs
- Be culturally sensitive to the needs of a diverse population & have the ability to make proper judgments.

**Hours:**

Full Time - 40 hours per week (Monday-Friday)

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**Bilingual Long Term Support Services Coordinator (LTSC) One Care**

The One Care LTSC will be responsible for managing a large diverse caseload, focusing on the members social determinants of health needs, person-centered care, support with problem solving and overall health & wellness coaching. In this position, the ability to organize and maintain timeline/calendars and accurate documentation are essential. The LTSC should also have high attention to detail, excellent verbal and written skills, the ability to multitask and maintain required documentation and reporting. In addition, the LTSC will also complete initial and ongoing assessments of the health and functional status of members. These assessments are done in person in the member's home whenever possible.

**Qualifications**

- Minimum of a Bachelor's Degree in Social Work, Counseling, Human Services or a related field, from accredited institution of higher learning
- Minimum of five (5) years' experience providing care management in a health and/or human services organization, providing services to adults of all ages and abilities is required
- Previous work experience working with persons with disabilities preferred
- Valid driver license with reliable transportation
- Bilingual Spanish speaking
- Excellent written, verbal, interpersonal, time management, & computer skills
- Proficiency with Microsoft Word, Excel, Outlook, & PowerPoint required
- Possess the knowledge & skills necessary to work within a team in a fast-paced environment and also be self-directed
- Be culturally sensitive to the needs of a diverse population & have the ability to make proper judgments
- Ability to attend & complete required training



**Hours:**

40 hours Monday through Friday

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**Meals on Wheels Driver**

Meals on Wheels Driver is responsible for delivering meals to homebound elders in Lynn, Lynnfield, Saugus, Swampscott, and Nahant. Driver will pack, carry, and load the meals into company van, and then walk to deliver the meals to consumers who are in homes or housing communities.

**Qualifications:**

- Must have a valid driver license with a good driving record (driving record has to be submitted at time of interview, with no surcharge-able incidents within the past three (3) years)
- Must have a high school diploma or equivalent
- Must be at least 18 years of age
- Must be able to lift up to 50lbs
- Must pass fit for duty and TB test

**Hours:**

25 hours per week (Monday - Friday 8:00am to 1:00pm)

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**Per Diem Meals on Wheels Driver**

Meals on Wheels Driver is responsible for delivering meals to homebound elders in Lynn, Lynnfield, Saugus, Swampscott, and Nahant. Driver will pack, carry, and load the meals into company van, and then walk to deliver the meals to consumers who are in homes or housing communities.

**Qualifications:**

- Must have a valid driver license with a good driving record (driving record has to be submitted at time of interview, with no surcharge-able incidents within the past three (3) years)
- Must have a high school diploma or equivalent
- Must be at least 18 years of age
- Must be able to lift up to 50lbs
- Must pass fit for duty and TB test

**Hours:**

As needed to cover routes



**Greater Lynn Senior Services**

8 Silsbee Street Lynn, MA 01901 [www.glss.net](http://www.glss.net)

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**\*The job descriptions above are not exhaustive; if you are interested in knowing all of the exact requirements and qualifications for each job please contact HR to get a copy of the job description\***

*Greater Lynn Senior Services offers comprehensive medical and dental plans, flexible spending accounts, 403(b) retirement savings plan with agency contribution, employer paid life insurance, short term and long term disability available to all eligible employees upon date of hire. Greater Lynn Senior Services' compensation package includes a competitive salary, yearly pay for performance salary increases, a generous vacation, holiday and sick time policy. Additional benefits include a wellness reimbursement, tuition reimbursement and wireless phone plan discount for all eligible employees.*

*GLSS is an affirmative action equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. GLSS strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, sex (including pregnancy), age, national origin or ancestry, ethnicity, religion, creed, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.*

*GLSS complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law.*