



## Director of Client Services

### **Job Summary:**

Provide oversight of the Client Services Department, case workers and program supervisors. Duties include, but are not limited to, a spectrum of case management services for clients, management of existing programs and developing and implementing innovative programs designed to enhance our overall services.

### **Requirements:**

- Minimum five (5) years of experience in social work field – preferably with seniors
- Demonstrated management experience - ability to provide professional oversight and leadership to case management team and program supervisors
- Provide site visits to clients for assessment
- Innovative thinker with the ability to create new client services and enhance existing programs
- Demonstrated organizational skills
- Good writing/record keeping skills
- Must be computer literate and possess the ability to learn and use program-specific software
- Make appropriate referrals to clients about other agencies within the community that might provide additional services
- Review and submit required case records and reports to the appropriate agencies/individuals in a timely manner
- Performs such other duties as assigned.

### **Education:**

Bachelor's Degree in Social Services or related field required – License preferred

### **Salary and Benefits:**

- Commensurate with skills and experience
- 401(k)
- Insurance available – company pays approximate 70%
- Flexible and generous PTO

### **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times

Email resumé to [info@seniormeals.org](mailto:info@seniormeals.org)