

## Respite Volunteers of Shiawassee Job Posting

Case Manager Job posting: Part-time Case Manager to provide home visits to persons and caregiving families either referred to our services, or requesting services on their own. The person would have an associate's degree or preferably have a bachelor's degree in health & human services, nursing, healthcare admin or related degree and experience working with elderly, and caregiving families. Experience working with volunteers, and being a Shiaw. Co. resident would also be preferred. The person would need to have wonderful communication, and listening skills, be able to establish a rapport with those seeking our services and also our volunteers. Reliable transportation, & willingness to drive on all county roads, in all seasons, is required. Must be able to read handwriting and the applicant's handwriting or printing must be legible. Knowledge of other nonprofits in our community and senior and healthcare services in our community would be preferred. Ability to use office equipment, cell phones, and help with social media posts helpful also.

Hours would be up to 30 hours per week now, with the potential for the position to be full time in the future. Most hours will need to be weekdays. However occasional evening or weekend appointments with caregiving families are required to complete intake assessments and volunteer match appointments, for a person whose family caregiver is juggling working weekdays. Participation in all Respite Volunteers of Shiawassee fundraisers required. Networking with our volunteers and the community to increase the success and sustainability of our nonprofit and our fundraisers is required.

Starting wage is \$15 per hour, with potential increase based on experience and degree. Interested persons can submit a resume and cover letter (prefer a cover letter that is handwritten, so we can see the persons handwriting or printing). Applications accepted until 6/29. Questions-call Helen at 989-725-1127

Resumes & cover letter may be mailed, or hand delivered.

Respite Volunteers of Shiawassee

PO Box 1777, Owosso, MI 48867

Or the office is at 710 W. King St. Owosso, the historic brick home east of Memorial Healthcare hospital