

# Independent Living Care Manager



DAWN Center for Independent Living (DAWNcil) is a growing grassroots consumer-driven and consumer-controlled nonprofit organization promoting self-direction in order to create, expand, and implement equal-access opportunities for people with disabilities. DAWNcil seeks a highly motivated, enthusiastic, outgoing individual to work within that mission to provide Care Management, Information and Referral, and Advocacy services to individuals with disabilities and to seniors residing in Sussex and Warren Counties in Northern NJ.

## **Job Description:**

DAWN Center for Independent Living seeks a passionate and self-driven team member to provide care management and information and referral services to individuals with a variety of disabilities and to seniors in Sussex, and Warren counties. Successful candidates must be able to multitask and quickly transition between job responsibilities and be flexible to unanticipated changes. A desire to learn and be creative is essential within this position. Job requires travel within Sussex and Warren Counties and candidates must have a dependable means of transportation. Salary is commensurate with experience.

The care manager will work closely with the consumer to understand their current needs and challenges, as well as learn about their skills and interests. This information will be used to collaboratively develop an individualized plan to identify appropriate supports and services in the surrounding community. In addition, this position will provide information and referral, advocacy services, and supportive consultation to consumers within the agency.

## **Qualified Candidates:**

- Possess a bachelor's degree or higher from an accredited institution in a related health, human service, or education field;
- At least 1 year of documented professional experience working with children, adults and/or families in a counseling, supporting, or case management role;
- Knowledge of and support for the Independent Living Philosophy;
- Ability to successfully relate to and communicate with people with disabilities, their families, other organizations, agencies, volunteers, and consumers;
- Working knowledge of programs and services, benefits, entitlements and supports available to persons with disabilities, as needed;

- Use innovative thinking to assist consumers create high quality individualized plans where potential services and agencies are identified;
- Ability to listen, evaluate alternatives, provide guidance on a potential course of action;
- Serve as a liaison between consumers and various statewide entities;
- Collaborate and maintain relationships with various community and state partners to ensure familiarity and in-depth understanding of service options;
- Ability to maintain compliance with agency and state designated policy and procedures, as well as adherence to established deadlines and benchmarks;
- Strong team player willing to take direction, initiate business activities and work with management staff and peers;
- Ability to work with minimal supervision to meet or exceed deadlines;
- Possess strong and effective spoken and written communication skills;
- Ability to organize work effectively, establish priorities and express self with a professional demeanor and presentation;
- Ability to cope with moderate to high levels of stress;
- Experience using Microsoft Office suite and ability to use other technology as per position requirements efficiently.

**Benefits/Comments:**

Full time position, Monday through Friday, 9:00 am to 5:00 pm, in-person. Mileage reimbursement is provided. Professional development and continued learning opportunities offered. Benefits include employer sponsored health benefits, paid time off, sick days and twelve paid holidays. Employee access to group rates for optional vision, dental, and life insurance benefits. Access to voluntary AFLAC insurance and 401k retirement plan through Transamerica with employer match. Job contingent upon proof of a valid driver license and proof of auto insurance coverage limits of at least \$100,000 / \$300,000.

DAWN Center for Independent Living is an Equal Opportunity Employer.

Detailed cover letter and resume required for application to be complete. Resumes must be emailed, [jobsdawn@dawncil.org](mailto:jobsdawn@dawncil.org) or faxed to 973-625-1942.

Pay: \$49,000.00 - \$55,000.00 per year

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