





## RAIN INC. POSITION DESCRIPTION

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**TITLE:** R.A.I.N. INC. OAC Case Management Pilot Program Director    **TYPE:**  Exempt  Non-Exempt  
**SUPERVISOR:** Assistant Executive Director  
**POSITIONS SUPERVISED:** Case Managers  
**Date:** December 2023

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- Develop corrective action plan as necessary to address assessment citations or areas in need of improvement. Monitor corrective actions to ensure remediation of citations.
- Coordinate program's emergency preparedness response with OACs and or other City agencies as applicable.
- Prepare and submit monthly reports to Associate Executive Director/Executive Director
- Conduct outreach strategies to engage target population and establish linkages with community service providers to support client needs and support.
- Attend community planning board and community police precinct meetings.
- Represent R.A.I.N. and aging services on external committees and groups.
- Attend occasional meetings or events during the evening or weekend as requested by Executive Director or CEO.
- Communicate with supervisor on a timely and consistent basis.
- Adhere to all agency policies, procedures and core values.
- Perform all other duties as assigned by the Executive Director and CEO.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Qualifications**

The case management program director must meet or exceed the following qualifications:

- Licensed Social Worker (LMSW).
  - At least three years of full-time experience in social services or related field;
  - At least two years of supervisory experience;
  - Experience working in the field of aging;
  - Proven leadership experience;
  - Crisis-management skills; and
  - Excellent communication skills.
- Ability to develop and maintain effective working relationships with other staff, volunteers and clients.
  - Ability to communicate effectively with other team members, governmental and community agencies, and clients with diverse opinions, values and cultures.
  - Competency in data collection and analysis preferred.