Job Title: Disaster Case Manager, Older Adult Specialist
Department: Senior Programming
Supervisor: Disaster Case Management Supervisor
Type of position: Full-time, 40 hrs/week, Exempt, On-site
Salary: Time-limited contract- through June 2027 with strong possibility of extension through 2027. Annualized salary of $60,000 with benefits (health, dental, vision, retirement, generous PTO, life insurance)

Our mission at LifeWise StL is to help individuals and families achieve economic well-being by providing high-impact, relationship-based programming and by addressing systemic barriers to their success. Through holistic programs and services, we promote empowerment and growth in individuals and families.

Job Purpose

The **Disaster Case Manager, Older Adult Specialist** serves as a specialized advocate and primary contact for disaster-affected older adults, designing and implementing personalized recovery plans, coordinating with community partners, entering data with accuracy and guiding clients through a structured recovery process.

Primary Duties and Responsibilities

Client Recovery & Case Management

- Serve as the main point of contact for a caseload of disaster survivors who are older adults, offering crisis advocacy, resource navigation, and detailed referral services.
- Conduct intake assessments to identify unmet disaster-related needs and develop comprehensive, individualized long-term recovery plans.
- Maintain consistent and responsive communication through in-person, phone, or virtual meetings based on client need.
- Facilitate access to housing restoration, FEMA assistance, mental health support, and other recovery services.

Data Entry & Documentation

- Record client interactions, case notes, financial expenditures, progress updates, and referrals using agency systems.
- Adhere to confidentiality guidelines and Safe From Harm protocols.

Coordination & Advocacy

- Collaborate with local recovery groups, community organizations, and other agencies to advocate for clients and ensure equitable access to resources.

- Monitor client progress, adjust recovery plans as needed, and coordinate escalation for additional support or funding.
- Maintain expertise in funding available in the community, ensuring clients are connected to the most effective and timely financial recovery resources.

Travel & Field Work

- Visit clients in various settings including homes, agencies, or community locations; reliable transportation is required, with mileage reimbursement provided.

Required Experience

Education & Experience

- Bachelor's degree in social work, public health, counseling, education, or related field
- Master of Social Work (MSW) preferred.
- Minimum of one year of relevant experience in case management, social services, or disaster recovery.
- Experience working with older adults
- Demonstrated ability to work effectively with diverse populations in high-stress environments.
- Able to work in a fast-paced, dynamic, collaborative environment
- Must be able to work independently and work with minimal supervision in the field
- Provide ethical and sound judgment when advocating and servicing clients in need

Technical Competencies

- Proficient in data entry, case management documentation, and knowledgeable in client management software plus general office tools.
- Proficiency in Google Workspace suite preferred (Docs, Sheets, etc.)

Personal Attributes

- Excellent communication, active listening, empathy, adaptability, attention to detail, and crisis resolution skills.
- A committed advocate, collaborator, and ethical steward of client trust and confidentiality.

Logistics

- Valid driver's license, vehicle insurance, reliable transportation, and capacity to travel for home visits and outreach activities **required.**

- Participate in staff meetings, program meetings, strategic planning, and other community meetings as required
- Attend required trainings and recommended professional development and networking opportunities to advance personal and organizational capacity (paid for by LifeWise StL)

Position Details

- **Employment Type:** Full-time
- **Duration:** November-June, probable extension based on funding opportunities
- **Compensation:** Base prorated salary of $60,000 annually with benefits (health, dental, vision, retirement, PTO, life insurance)

How to Apply

Please send a resume and cover letter to jobs@lifewisestl.org . In the subject line, please write “Disaster Case Manager/Older Adult Specialist.”

LifeWise StL is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.