CATHOLIC CHARITIES OF NORTHERN NEVADA

POSITION TITLE:  WANDERING PROJECT MANAGER
REPORTS TO:  KSK Director
FLSA STATUS:  Hourly, Part-Time
PAY GRADE:  $21 per hour

POSITION DESCRIPTION:
Under supervision of KSK Director, performs a variety of tasks in support of the Wandering Prevention Program, in collaboration with Washoe County employees and other partners. Performs research, investigation, and planning activities regarding potential new clients, and partner agencies; performs outreach in community and develops systems for communication with at-risk persons; promotes communication and coordination with constituent and potential agency partnerships; conducts special projects and performs other duties as required.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:
- Distribute Wandering bags with supplies and information to clients/agencies
- Keep inventory of and ensure maintenance of bags, supplies, mailers, bracelets, frequencies, batteries, and trackers. Restock as necessary
- Distribute watches to qualifying clients, collect picture of client and frequency of their tracking device, and assure contract between client and agency are signed and understood
- Change batteries every two months in tracking devices
- Referrals to community resources
- Home Visits
- Outreach at community event no less than once per quarter, may include presentations
- Provide resources and information regarding Wandering Project to vulnerable persons by knocking on doors and going out to low income properties three times weekly, to raise public awareness of the problem and this solution
- Notify law enforcement agencies of new clients and maintain database
- Distribute collateral materials
Proposal 2958-16: Wandering Prevention Program

- Maintain and administer requests for use of App
- Maintain Policies and Procedures
- Manage budget
- Submit accurate reports, analysis, statistics, and data to WCSO in timely manner

CASE MANAGEMENT

- Conduct assessment on clients who receive bags
- Follow up after wandering or other incidents
- Provide referrals as appropriate to clients seeking assistance
- Conduct internet research on available/appropriate service resources
- Perform follow up and comprehensive social service case management services for selected clients

MINIMUM QUALIFICATIONS:
Education: BS/BA in social work, sociology, psychology or closely related field preferred
Experience: 5 yrs work or training in social services or case management preferably in nonprofit sector or a human services agency. 1 yr of experience if licensed as a Social Worker
Licenses: Valid Nevada Driver's License. License to practice Social Work in Nevada is preferred

SKILLS/ABILITIES
- Proficient in Microsoft Office (Word, Excel)
- Ability to deal with difficult clients, clients with physical, mental health and dementia/Alzheimer's problems and defuse hostile situations
- Strong communication/organizational skills, knowledge of modern social work principles and practices

PHYSICAL & OCCUPATIONAL REQUIREMENTS:
- Occasional long periods of standing, walking, climbing stairs during outreach
- Frequent movements required using the wrists, hands, and/or fingers

WORKING CONDITIONS:
No hazardous or significantly unpleasant conditions (such as in a typical office).

OTHER NOTES:
This is a part time position, expected to be 25 hours per week, Monday – Friday.