

Visiting Angels is looking to **HIRE!**

Due to our expanding operations, we need a new **CASE MANAGER**.

Boston's leading private-duty home care agency is growing. We are the only such agency selected two years in a row to the Boston Globe Top Places to Work. We are also the only agency in the Boston area to win Leader in Excellence award from Home Care Pulse, the nationwide client satisfaction survey firm for the private duty home care industry – also two consecutive years.

The successful applicant will join a team of experienced professionals who care about what they do, about the clients we serve, and about the caregivers who directly serve them. So if you want to be part of a winning team and start to love your work again, check us out.

General Job Duties

- Helping interview and select caregivers
- Receiving inquiries from prospective clients, and starting services
- Assessing client care needs and developing care plans
- Selecting and supervising appropriate caregivers
- Ensuring a positive client experience with our services from beginning to end

Qualifications

- Bachelor's degree
- Four years or more of experience in coordinating services for seniors in a professional capacity
- Excellent communication skills, both oral and written
- Customer service orientation
- Able to learn our data base software
- Able to drive to client homes within our service area

Please send resumes to Barney@bostonareaangels.com.