

## **Request For Proposals: Case Manager**

### **Background of Organization**

Easy Does It is a non-profit public benefit organization that provides assistance to disabled Berkeley residents via a comprehensive system of support services including individualized case management, on-call emergency attendant care, transportation, and wheelchair repair services. Easy Does It currently operates the city of Berkeley's emergency services program for the severely physically disabled using the independent living model/philosophy.

### **Situation**

Easy Does It was established to provide infrequent emergency services to Berkeley residents with disabilities. It has become apparent that some clients need ongoing assistance with independent living skills, particularly securing and managing their private attendants. Easy Does It would like to contract with a case manager to provide continued support to these clients.

### **Responsibilities of the Case Manager**

Provide advocacy and independent living skills training to EDI clients who have difficulty maintaining adequate levels of regular attendant care or are in other at-risk situations;

Screen attendants, maintain a detailed attendant referral list, and assist clients with hiring and managing private attendants.

Assist clients with other independent living skills tasks as approved by the Executive Directors;

Keep detailed written case documentation including initial assessment, goals and recommendations, progress and follow-up reports;

Educate clients about scope and appropriate use of program services, and refer clients to other community resources when appropriate;

Consult with the Executive Directors monthly regarding the status of each client.

### **Desirable Qualifications**

BA degree in Social Work, Psychology, or other Human Service field, or equivalent work experience;

At least one year of experience with the independent living philosophy and working with people with serious physical disabilities;

Excellent communication skills

### **Expectations**

The case manager will spend no more than 30 hours per calendar month completing the described responsibilities;

The case manager will have his/her own confidential work space and necessary equipment (computer, phone, etc)

Pay rate \$25-35/hour DOE

### **Submission Guidelines**

Interested people should submit the following:

A proposal describing your qualifications and how the tasks described above would be carried out;

Resume including references for at least two agencies for whom you have worked with as a case manager during the last 4 years;

Please send proposals to Easy Does It Emergency Services, 1636 University Avenue, Berkeley, CA 94703, fax to (510) 845-2115, or email [leslie@easydoesitservices.org](mailto:leslie@easydoesitservices.org) and [gina@easydoesitservices.org](mailto:gina@easydoesitservices.org)

You may contact the Co Executive Directors at the above email addresses for more information.

Easy Does It does not discriminate on the basis of age, race, religion, creed, gender, national origin, political affiliation or union activities, disability, sexual preference or orientation, or any other non-merit factors.