



Bilingual Case Manager - Spanish

The NewBridge case management program assists low-income older adult clients in Madison and Monona, aged 60 and older, to access resources and connect them to services and opportunities that help them live on their own to the fullest extent possible. Each case manager builds trust and develops professional relationships with the clients they serve.

NewBridge is looking to hire an individual who is compassionate with a strong desire to help older adults of all backgrounds.

Primary Duties:

- Perform an assessment of the client's needs.
- Conduct regular visits with each assigned client, often in-person and at the client's home.
- Develop a client-centered, strength-based individual service plan.
- Coordinate and arrange for services based on the resources available.
- Provide follow-up and advocacy to help the client receive services.
- Answer calls on our intake phone line from older adults.

Experience/Education/Training:

- Associate, Bachelor's or Master's Degree in Human Services or related field OR equivalent life experiences.
- Proficient computer skills, specifically with Google Workspace and willingness to learn new skills, as needed or required.
- Excellent written & verbal communication skills.
- Demonstrated ability to effectively work as a member of a team.
- Attention to detail & a commitment to quality & timely completion of responsibilities.
- Ability to work well with everyone, embracing different perspectives and life experiences beyond one's own experience and perspective.
- Verbal and written fluency in Spanish language

**Requirements:**

- Driver's license with access to a reliable personal vehicle
- Automobile insurance
- Criminal/caregiver/credit screening

Schedule:

- 40 hours per week
- No weekends, holidays or on-call

Salary and Benefits

- Competitive Salary
- Mileage Reimbursement
- Generous Paid Time Off
- Health, Vision, Dental and Disability Insurance
- 403(b) Retirement Plan, Flex Spending, and Dependent Care Reimbursement

NewBridge strongly encourages candidates from underrepresented groups to apply.

Accepting resumes through Friday, July 8, 4:00 pm. Interviews will be offered July 12-19.

Please email resume or NewBridge application to info@newbridgemadison.org. NewBridge application is available on NewBridge website, www.newbridgemadison.org.