**Job Title:** Part-Time Supervisor of Clinical Support Services  
**Location:** Bryn Mawr PA (Onsite)  
**Reports to:** Executive Director  
**Employment Status:** 1099 Contractor-Employee

**ABOUT ELDERNET**

ElderNet is a 50-year-old, 501(c)(3) nonprofit organization dedicated to improving elderly individuals, who want to remain living independently, in Montgomery County, Pennsylvania. We respectfully submit this Letter of Inquiry to explore potential funding opportunities with the Lindy Foundation, to support our vital community programs. Since our founding in 1976, ElderNet has served as a trusted resource for residents facing challenges related to aging, disability, food insecurity, and transportation access. Each year, we assist over five hundred individuals through three core programs:

* **Care Management Services:** Our professional care managers work one-on-one with older adults and individuals with disabilities to assess needs, create care plans, coordinate services, and provide ongoing support to ensure safety, independence, and dignity. We have two care management tracks, SIS and I&R.
* **Food Pantry:** Our on-site pantry provides free, nutritious groceries to individuals and families experiencing food insecurity. We offer choice-based shopping to promote dignity and dietary autonomy, distributing over 270,000 pounds of food annually.
* **Volunteer Transportation Services:** We mobilize a team of eighty resolute volunteers to provide free rides to medical appointments, grocery stores, and essential errands for seniors and adults with disabilities who have no other transportation options. We also have volunteers that deliver food to shop and do small repairs for our participants.

**POSITION SUMMARY**

We are seeking a resolute **Part-Time Supervisor of Clinical Support Services** to provide clinical oversight and mentorship to our Care Managers, while carrying a small caseload of participants. This role supports program evaluation, and administrative oversight for care management programming. The role is part-time and structured as a **1099 independent contractor position. This position reports to the ED and does not directly supervise staff.**

**DUTIES AND RESPONSIBILITIES**

**Clinical Leadership**

* Supervise and provide oversight to care managers.
* Ensure service goals and contract and funding requirements are met.
* Develop and monitor program effectiveness plans; recommend changes as needed.
* Collaborate with entire staff across the organization.
* Model social work ethics and implement best practices in programming.
* Participate and collaborate at regular staff meetings and care management meetings.
* Foster an organized and effective work environment with staff.
* Identify improvements in program delivery and participant engagement.
* Oversee data collection quality and reporting in Charity Tracker database.
* Develop policies and practices that align with program goals.

**QUALIFICATIONS & SKILLS**

* Master’s degree in social work (MSW)
* Active LSW, LCSW, or equivalent license
* 5+ years in social services, working with populations facing aging, poverty, housing and food insecurity, physical and mental health issues.

**COMPENSATION**

**$35.00 – $65.00/hour**, commensurate with experience

**EQUAL OPPORTUNITY STATEMENT**

The mission of ElderNet is to provide a safety net for older and disabled adults to help them remain in their homes with dignity and strengthens food and financial security for all community members in need of support. Our Vision is that older and disabled adults feel cared for, respected, and connected to our community. Those facing food and financial insecurity will find comfort and resources to meet their basic needs. As a result, no one will feel isolated. ElderNet will continue to be a highly regarded service provider, a place for meaningful volunteer service, and a source of dignity and hope. ElderNet does not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, gender, sexual orientation, gender identity or expression, veteran status, criminal record, or any other status protected under federal, state, or local law.  ElderNet believes that diversity and inclusion among our staff is critical to our success as a community services organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

**Contact information.**

**Michele Raymond, Executive Director**

**ElderNet**

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