

Position Available

Intake Manager/Long-Term Care Ombudsman



Advocates for Basic Legal Equality, Inc. (ABLE), a non-profit regional law firm that provides high-quality legal assistance to low-income persons and groups in western Ohio, seeks a dynamic, creative, hardworking intake manager/ombudsman.

Advocates for Basic Legal Equality, Inc. (ABLE), a non-profit law firm that provides free, high-quality legal assistance in civil matters to low-income individuals and groups in northwest Ohio, seeks an Intake Manager for its Long-Term Care Ombudsman Program. The Intake Manager/Ombudsman will manage the intake lines for the 17-county Ombudsman program service area and respond to all calls daily, train new Ombudsman employees, and assist and represent the Regional Program Director, as assigned. The Ombudsman will receive, investigate, and work to resolve complaints filed on behalf of consumers of long-term care services, primarily in nursing homes. The Ombudsman will also support our volunteer program, provide community education, and systemic advocacy related to long-term care. Candidates must have a Bachelor's Degree in social work, social services, a health-related field, or another field related to aging and long-term care services. Candidates must possess excellent communication and human relations skills, and a demonstrated commitment to advocacy on behalf of consumers of long-term care services. Candidates must have the combined qualities of excellent interpersonal and administrative skills. Computer proficiency required. Daily travel in Northwest Ohio required. Position is based in ABLE's Toledo office. Salary based on relevant experience. Excellent benefits.

Apply by January 22nd, 2021: Email cover letter, resume, and list of references, in Microsoft Word format, to:

jobs@ablelaw.org

Subject: LTCOP Intake Manager Position

Resumes received after the deadline will not be considered unless we are unsuccessful with the candidates who applied by the deadline.

ABLE is an Equal Opportunity Employer and places a high value on diversity in our workplace, including diversity in race, ethnicity, gender, sexual orientation, age, and physical ability. We strive to create an environment welcoming to all individuals and we encourage applications from individuals traditionally underrepresented in the legal profession. Equal access to ABLE's office is available. Applicants requiring accommodation to the interview/ application process should contact the recruitment coordinator at the address listed above.
