



December 2025

**Client Care Manager**

**Reports to: Executive Director**

**Part-time/Remote – Salary range: \$25,000-\$30,000 per year, depending on experience**

**Must live in the Sarasota/Manatee area**

**Fully remote position, flexible schedule, all equipment and supplies provided by JoshProvides**

**Skills & Experience:** Community service and case management experience; knowledge of local social service network; knowledge of epilepsy and seizure disorders helpful; independent, detail-oriented, self-starter with desire to help people with disabilities. Proficient in Microsoft 365 – Excel, Word – Must have strong administrative skills and customer service background.

**Organizational Relationships:** Supports and facilitates grant review process, schedules grant review committee meetings, brings them to completion, and tracks results.

**Goal:** To maximize opportunities to offer help to children, families and individuals diagnosed with epilepsy or other seizure disorders through Grant Assistance Program.

**Budget:** Oversight of Client Grant budget as approved by the Board of Directors

**Duties & Responsibilities:** This is a list of identified duties and responsibilities. Some of these items are ongoing activities and some will be new initiatives. Creative expansion of duties and impact is encouraged.

**Client Contacts**

Respond to client contacts via calls, email, Facebook, FindHelp.org, Unite US

Record client contacts for monthly/quarterly/yearly reporting on Client Contact spreadsheet

**Grant Review Process**

Review all applications for completeness and work with clients to correct errors

Log in submitted applications on Client Contact spreadsheet

Prepare and distribute materials for Grant Review Committee to consider applications

Facilitate weekly Grant Review Committee meetings

Complete follow up Assistance Review form

Process grants and place orders

Follow up with applicants

**Community Outreach** Attend and assist with all community outreach and fundraising events, for example, Purple Day at Disney, Epilepsy Awareness event at Disney, outreach events in community, Chase Away Epilepsy Walk, and Fundraising dinner.