SAMPLE JOB DESCRIPTION 1

Duties and Responsibilities

Under supervision of Social Worker II or other Masters'-level staff, in accord with the standards of the social work profession and requirements of the funding source, responsible for:

- The provision of In-Home and In-Office Assessment of the social and emotional needs of the older adult client and his family, utilizing prescribed standardized assessment instruments (i.e. PSA, EISEP-PATH); securing where appropriate the assistance of other social work and/or other professional consultants.

- The development and implementation of a written case plan for the provision of the full range of social services for the older adult client(s) and family, including:

    - Individual and family counseling and guidance in the resolution of problems of the client(s) and family.
    - The provision of appropriate information to clients and collaterals regarding the normal physical, social and psychological development of individuals, challenges to functioning presented by conditions of impairment, disease, social stresses and dysfunction; and ways of coping and preserving individual functioning and autonomy.
    - The provision of specific information about health, welfare, education and recreation services available to serve the older client.
    - Screening of client eligibility, application for, and advocacy in securing benefits and entitlements.
    - The arrangement for direct provision of services such as transportation, homecare services, meals on wheels, public assistance, Medicare, Medicaid, emergency cash relief, legal aid, protective services, vocational placement, medical and psychiatric examination and therapy, housing, etc.
    - Evaluation of clients' capacity to manage their own affairs and protect themselves from financial exploitation. Assistance in securing needed and legitimate financial management or guardianship arrangements. Disbursement of monies as issued

through relief funds or client financial management services, to secure needed goods and services for older clients.
    - Referral and cooperative relationships with other community agencies, to meet the needs of clients.

- Ongoing reassessment of client need, monitoring of service efficacy, and appropriate revision of the case plan

- Informing supervisors of situations of crisis or circumstances where the worker requires further guidance.

- Conducts group counseling, community education and caregiver support groups.

- Supervises community aides, Title V workers, homemakers, home health aides, interns and volunteers.

- Represents and interprets the agency at community conferences and meetings.

- Participates in training and unit meetings.

- Completes required case records, reports and statistics, utilizing computers, if so required.

- Performs such other duties as assigned.

Qualifications:

- Graduate of an Accredited College or University with B.S.W./or B.A./B.S. degree, or equivalent.

- Good writing/record keeping skills.

- Ability to read, write, speak, understand English.

- Must be computer literate, including ability to learn and use program-specific software.

- Ability to travel to clients' homes using mass transit and to negotiate any steps and barriers in clients' residences.

- Knowledge of Yiddish/Russian/Spanish/Patois may be helpful.

- Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to serving clients and families.

We are committed to Equal Opportunity Employment

Full Time Schedule
4-Year Degree Required
Entry level

Benefits
Major medical, dental, vision, FSA, pre- tax commutation, pension, and tax-deferred annuity.

Level of Language Proficiency
Ability to read, write, speak, understand English.

Spanish speaking is preferred.