



JOB DESCRIPTION

TITLE: CASEWORKER
HOURS: 35 HOURS PER WEEK - NON-EXEMPT POSITION
SUPERVISOR: DIRECTOR OF OPERATIONS
SALARY: \$24.00

SUMMARY STATEMENT OF POSITION:

This position involves the delivery of social work services. Accountabilities include effective and efficient delivery of social work services to clients and caregivers involving the Agency's Senior Activity Centers and Home Delivered Meals programs. Management of the Agency's Telephone Reassurance Program, which is a service that provides older adults who live alone, or are temporarily alone, and have limited ability to leave their homes with regularly scheduled telephone calls.

RESPONSIBILITIES:

1. Management and execution of the Telephone Reassurance Program
2. Maintains and provides overall short-term social work services (program inquiry, assessment, intake, emotional support, counseling, information, and referral) to the Senior Centers, (including sub-programs) and Home Delivered Meal Program.
3. Performs/supervises, intakes/assessments of individuals requesting home-delivered meals and seniors requesting membership in the senior center program.
4. Provides social work services (intervention, emotional support counseling, information and referral) to clients and caregivers.
5. Provides consultation and development (in-house) for the Agency.
6. Prepares monthly statistical reports for the social work programs.
7. Represent the Agency at various professional meetings, community groups, and hearings, as necessary.
8. Maintains knowledge and proficiency about Rockland County's not-for-profits, public and government services, and community resource information and funding sources.
9. Maintains social work data for annual review and, as required, of partner agencies
10. All other tasks assigned.

EXPERIENCE AND SKILLS REQUIRED:

- Ability to assess needs, document, and facilitate appropriate service and community linkages.
- Experience working with the older adult population.
- Ability to communicate and write effectively.
- Thorough knowledge of social work services, programs, and funding streams.
- Ability to maintain good community relations and network effectively.
- Ability to perform assigned tasks independently.
- Tact, resourcefulness, assertiveness, and sensitivity.
- Fluent in Microsoft Office.

MINIMUM QUALIFICATIONS:

- BSW degree or equivalent
- Must have a valid driver's license.

AN EQUAL OPPORTUNITY EMPLOYER