



## **JOB DESCRIPTION**

**TITLE: CASEWORKER**  
**HOURS: 30 HOURS PER WEEK – NON-EXEMPT POSITION**  
**SUPERVISOR: CASEWORKER**  
**SALARY: \$22.00 - \$23.00 PER HOUR**

### **GENERAL STATEMENT OF DUTIES:**

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. Oversight and management of Agency grants for Home Delivered Meals and the Senior Activity Center Programs.

### **RESPONSIBILITIES:**

1. Provide basic training/workshop to equip interns.
2. Maintains and provides overall short-term social work services (program inquiry, assessment, intake, emotional support, counseling, information and referrals) the Senior Centers, (including sub-programs) and Home Delivered Meal Program.
3. Performs intakes/assessments of individuals requesting home delivered meals and seniors requesting membership in the senior center program.
4. Provides social work services and case management (intervention, emotional support counseling, information and referrals) 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. Represents 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. Management of new and existing Agency grants.
11. All other tasks assigned.

### **EXPERIENCE AND SKILLS REQUIRED:**

- Ability to assess needs, document and facilitate appropriate service and community linkages.
- Experience working with 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.
- Bilingual - Spanish

**MINIMUM QUALIFICATIONS:**

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