



JEWISH ASSOCIATION SERVING THE AGING

JOB DESCRIPTION

JOB TITLE: Social Worker III
DEPARTMENT: Penn South Program for Seniors
REPORTS TO: NORC Social Work Supervisor
STATUS: Union DC1707/Non-Exempt
REVISED: February 2019

DUTIES AND RESPONSIBILITIES:

The provision of case management, case assistance, and crisis intervention services on a voluntary basis to a caseload of older adults who may be physically and/or mentally impaired, in accordance with the standards of the social work profession, agency policies, and requirements of the funding source:

- Preliminary screening of applicants for service at case intake, screening for program eligibility, conducting triage for emergency intervention, ascertaining short-term need, and providing accurate and appropriate information and referral services to clients, families and collaterals.
- 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. PH-Q 9, NSI, STARS); securing, where appropriate, other social services, including government benefits and entitlements.
- 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, and application for such benefits and entitlements as may be available and helpful.
 - The arrangement for direct provision of services such as home delivered meals, housekeeping, home care, Medicare, Medicaid, SNAP, SCRIE, legal assistance, protective services, medical and psychiatric examination and therapy, 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 JASA relief funds or client financial management services, to secure

- needed goods and services for older clients.
- Referral to, and maintenance of cooperative relationships with other community agencies, to meet the needs of clients.
- Ongoing in-home visits to clients to evaluate client functioning, monitor risk, assess the status of current services, and update and revise the case plan; seeking appropriate guidance from the supervisor in situations requiring clarification and consultation.
- Represents and interprets the agency at community conferences and meetings.
- Participates in training and unit meetings.
- Completes required case records, reports and statistics within mandated timeframes, utilizing computer systems.
- Performs such other duties as assigned.

QUALIFICATIONS:

- Graduate of an Accredited College or University with a Master of Social Work or equivalent Master's-level degree in counseling, gerontology, psychology or related field.
- New York State Certification in Social Work preferred. LMSW preferred.
- Good writing/record keeping skills.
- Must be computer literate, including ability to learn and use program-specific software.
- Ability to read, write, speak, and understand English.
- An understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values have as they relate to serving clients and families.

SUBJECT TO REVIEW FOR PURPOSES OF ADA
JASA is committed to Equal Opportunity Employment