



Posted: September 7, 2022
Open until filled

POSITION: ON-CALL SOCIAL WORKER
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: ELDERDAY
A PROGRAM OF COMMUNITY BRIDGES

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION: Under the direction of the Program Director, the Social Worker is responsible for direct social casework services to the participants of the Elderday Adult Day Health Care Program using person-centered care practices; provides such social service support as intakes and case management, including regular assessment and referral; participates actively in an interdisciplinary team environment; supervises social work assistants and social work interns; performs related work as required.

DUTIES AND RESPONSIBILITIES:

- Supervises all functions and staff of the Social Work Department.
- Screens, conducts intakes and enrollments with new program participants; meets with family members and referring agency representatives, and completes required forms.
- Maintains current written case management records, including initial comprehensive assessments, initial home visits, person-centered care plans, periodic reassessments, and progress notes on program participants; participates in the interdisciplinary assessment team.
- Provides individual and family counseling, as appropriate; develops and leads group counseling and support activities for participants and their families.
- Refers participants and their families to appropriate community agencies; acts as liaison with such organizations.
- Communicates participant and family needs to Elderday Transportation Coordinator; follows up on participant absenteeism, informs other center staff and takes appropriate action.

- Tracks referrals and oversees procedures to ensure an appropriate orientation of new participants to Elderday, and their smooth transition into the program.
- Monitors participants' engagement in the Elderday program; provides guidance and support to staff and volunteers in responding to participants' psycho-social needs; responds appropriately to observed changes in participant behavior and affect.
- Ensures that participants' rights are honored and protected at Elderday; takes appropriate action when these rights are or may have been abridged at Elderday or at home.
- Advocates for participants' health and safety in the program and in the community.
- Stays current on issues and practices relating to geriatric social work and dementia care.
- Helps to identify training needs of staff and volunteers; assists in planning and implementing in-service training programs.
- Meets all the administrative, legal, and regulatory requirements of the Social Work Department, including reporting, maintaining statistical records, attending staff meetings, etc.
- Assists Program Director as needed.
- Maintains confidentiality and treats participants and staff with dignity and respect at all times.
- Communicates effectively and respectfully with people from diverse racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge and sensitivity to their needs. Understands and provides service from a person-centered perspective.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge:

- Of social service principles and practices, including case management and counseling techniques;
- Of the psycho-social needs of the population served;
- Of geriatric social work practices and dementia care techniques;
- Of supervisory practices and techniques; and
- Of community services and agencies which are available to seniors and their families.

Skill:

- In preparing complete and concise written materials;
- In assessing and effectively meeting the needs of the seniors served and their families; and

- In dealing tactfully, cooperatively and effectively with other agency staff members, community organizations and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

OTHER REQUIREMENTS:

- Must hold an MSW;
- Bilingual English/Spanish preferred;
- Must pass a criminal background check and maintain a clean record;
- Must have a valid CA Driver's License for work-related tasks as needed, have access to drive a motor vehicle incidental to the performance of the work and be insured;
- Must take a TB test and clear before first day of employment;
- Must be able to work at a computer for full workdays;
- Must be able to safely lift up to 50 pounds and satisfy reaching requirements.
- Must be fully vaccinated against COVID-19, including a booster shot when eligible.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

RATE OF PAY AND HOURS:

- This is an on-call, non-exempt,—hours vary.
- The agency rate of pay range for this position is \$29.46-\$31.43/hr (plus a \$0.40/hour bilingual differential after passing a test administered by the Human Resource Department).
- On-site attendance during scheduled work hours is required of this position.

BENEFITS :

- Eligible for sick paid leave.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period.
- Paid lunch.
- Employee Assistance Program

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The Community Bridges general application may be downloaded at: <https://communitybridges.org/employment>
- If applicable, please submit any college transcripts (official or unofficial), licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.