POSITION: SOCIAL WORK ASSISTANT  
(BILINGUAL SPANISH/ENGLISH REQUIRED)

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 general supervision by the master social worker and LCSW clinical coordinator, assists in meeting the psycho-social needs of Elderday participants using a person-centered care approach in the adult day health care program. Provides individual and small group attention and support, performs intakes and assessments, outreach to the community, and performs other related work as required.

DUTIES AND RESPONSIBILITIES:

Client Case Management/Assistance:
- Interacts with Elderday participants and observes behaviors, attitudes and functioning in order to help staff understand and respond to participants’ psycho-social needs from a person-centered perspective; responds appropriately to changes in physical and behavioral indicators of emotional distress.
- Under the direction of the Social Worker, prepares quarterly assessments and biannual reassessments.
- Provides individual and group support to visitors and new participants in order to facilitate their successful integration into the Elderday programs; refers participants and their families to appropriate community services as requested and agreed upon by them.
• Under the direction of the Social Worker, assists in intakes and enrollments, including home assessments; responds to inquiries and referrals and follows through on other social work tasks as assigned.
• Participates in the development of a person-centered care plan and assists Elderday team in understanding the role and values of person-centered care.
• Assists in daily activities of the Elderday program such as serving snacks and meals, helping participants on and off transportation vehicles, and providing personal care

**Professional Conduct:**
• Maintains confidentiality and treats participants and staff with dignity and respect at all times.
• Communicates effectively with people who have physical and mental disabilities and who are from different racial, ethnic and cultural backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
• Develops and maintains effective working relationships with other staff, representatives of community organizations and the public.

*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.*

**EMPLOYMENT STANDARDS:**

**Knowledge of:**
• Particular challenges associated with the older adults with complex medical needs and those with Alzheimer’s Disease and other dementias
• Community support services available to older and disabled adults and their families; and
• Observation and communication techniques appropriate to the population served.

**Ability to:**
• Rapidly learn the services and requirements for Elderday;
• Assess and meet the needs of older adults with complex medical needs;
• Prepare complete, concise written material;
• Follow oral and written directions;
• Perform related record keeping, filing and documentation;
• Communicate effectively with and be sensitive to the needs of people with diverse backgrounds;
• Set priorities and work independently; and
• Deal tactfully, cooperatively and effectively with members of the public, community organizations and agency staff.
MINIMUM QUALIFICATIONS:
- Bachelor’s degree in Social Work or related social science.
- Must have strong organizational skills, strong writing skills and experience in Word, Excel and data entry.
- Must possess or be willing to obtain a First Aid & CPR certificate within 30 days of hire.
- Sign and follow Statement of Compliance to Report Elder Abuse.
- Fluent bilingual Spanish/English required.
- Bicultural and biliterate preferred.

OTHER REQUIREMENTS:
- Must pass a criminal background check and maintain a clean record.
- Must have a valid CA driver’s license, drive a motor vehicle incidental to the performance of the work and be insured.
- Must test for TB and clear before first day of employment.
- Must receive an annual influenza vaccination or be willing to wear a protective face mask during government regulated influenza season.
- Must be fully vaccinated against COVID-19, including a booster shot when eligible.

PHYSICAL DEMANDS:
- Standing, walking, sitting, typing, reaching, bending, moving and/or lifting up to 25 pounds.

RATE OF PAY & HOURS:
- This is a regular, non-exempt, 35 hr/wk, Monday-Friday position.
- The range for the Social Work Assistant is $20.98, (plus a $.40/.10 per hour bilingual/biliterate differential after passing a test administered by the Human Resources Department).
- This position requires regular on-site attendance.

UNION:
- The social work assistant position is represented by the SEIU bargaining unit.

BENEFITS:
- For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at $9,766.92/year.
- First year: 16 vacation days and 11 holidays, with accrual based on 35 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 35 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period.
- Flexible Spending Account (FSA).
• Dependent Care Reimbursement Program.
• Paid lunch.

TO APPLY:
• Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
• Resumes may be submitted but will not be accepted in lieu of an employment application.
• The application may be downloaded at: https://communitybridges.org/employment/
• If applicable, please submit any college transcripts, 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.