



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Reposted: February 6, 2023

Open until filled

\$1,000 HIRING BONUS

(After completion of 6-month probationary period)

POSITION: MSW 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:

Client Counseling:

- Provides individual and family counseling, as appropriate; develops and leads group counseling and support activities for participants and their families.
- 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.

Client Case Management:

- 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.

- Tracks referrals and oversees procedures to ensure an appropriate orientation of new participants to Elderday, and their smooth transition into the program.
- 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.
- Refers participants and their families to appropriate community agencies and resources; acts as liaison with such organizations.
- Communicates participant and family needs to Elderday Transportation Coordinator; follows up on participant absenteeism
- Advocates for participants' health and safety in the program and in the community.

Personnel Training/ Supervision:

- Helps to identify training needs of staff and volunteers; assists in planning and implementing in-service training programs.
- Supervises all functions and staff of the Social Work Department.

Professional Conduct:

- Meets all the administrative, legal, and regulatory requirements of the Social Work Department, including reporting, maintaining statistical records, attending staff meetings, etc.
- Stays current on issues and practices relating to geriatric social work, dementia care, and working with adults with disabilities.
- 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 work principles and practices, including case management and counseling techniques;
the psycho-social needs of the population served;
- Social work practices for older adults and people with disabilities, and dementia care techniques;
- Supervisory practices and techniques; and

- Community services and agencies which are available to older adults, people with disabilities and their families.

Skills required:

- Ability to prepare complete and concise written materials, including use of an electronic health record;
- Ability to assess and effectively meet the needs of adults and their families; and
- Tactful, cooperative and effective work 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 possess or be willing to obtain a First Aid & CPR certificate within 30 days of hire.
- Must be able to work at a computer for full workdays;
- Must be able to safely lift up to 50 pounds and satisfy some reaching requirements
- Must be fully vaccinated against COVID-19, including any eligible boosters.

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 a regular, non-exempt, 35 hour per week position.
- The agency rate of pay range for this position is \$36.63-\$40.45 per hour (plus a \$0.40/hour bilingual differential after passing a test administered by the Human Resource Department).
- Regular on-site attendance from Monday through Friday is required.

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 (recruitments@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.