



COUNCIL ON AGING
SERVICES FOR SENIORS

Job Description

2/1/07

Title: Senior Peer Supporter (SPS)
Department: Social Services
Job Classification: Volunteer
Supervisor: Director Social & Financial Services

Typical Physical Demands: Sitting, standing, climbing steps, driving a vehicle, walking, ability to write, ability to lift up to 25 lbs., exposure to cigarette smoke, pets and extreme home conditions.

Typical Work Conditions: Job is generally performed within a client's home environment, but also includes driving to the specific location where cases are individually assessed.

Essential Job Functions: SPS should be at least 55 years of age and able to work with a diverse population including seniors of poor socioeconomic status, physically handicapped, mentally ill, drug and alcohol dependent. SPS will conduct home visits to assess the client's areas of concern and need. SPS will meet their clients weekly for 12 one-hour sessions while following a care solution plan with the client's approval. Follow-up with progress reports and maintain all paperwork necessary for case management files according to COA Case Management Policy and Procedures Manual. If a senior needs more support, the SPS can provide up to 24 one hour sessions. SPS will be responsible for only one client at a time and attend regular weekly meetings.

Essential Job Qualifications, Experience and Skills: Ability to work under the direction of the Director of Social and Financial Services and supervised by a Clinical Supervisor (either MFT or LCSW), have a professional demeanor, good customer service skills, standards of accuracy, ability to follow proper procedures, pass a criminal background check, possess a California Driver's License and proof of auto insurance. 35 hours of training is required and weekly attendance of supervised group support with the Director of Volunteer Services and the Clinical Supervisor.