

Job Description

Title: Case Management Social Worker

Department: Social and Financial Services

Job Classification: Hourly Non-Exempt

Supervisor: Director Social and Financial Services

Typical Physical Demands: Sitting; standing; climbing steps; getting in and out of vehicle; walking; ability to manipulate tools, controls and keyboards; ability to write, ability to lift up to 30 lbs; exposure to cigarette smoke, pets, body odor and extreme home conditions.

Typical Work Conditions: Job is performed in an office but also includes driving in worker's own vehicle to and doing work in client's homes.

ESSENTIAL JOB FUNCTIONS: Ability to work with a diverse senior population including poor socio-economic, physically handicapped, mentally ill, drug and alcohol dependent clients and family members. Conduct home visits for purpose of assessment of services to identify the client's areas of concerns. Develop care plan with client to address areas of concerns and to provide support for possible solutions, including home health, housing, transportation needs; facilitate applications, if needed. Implement, monitor and follow-up care plan for the client including providing referrals to Council on Aging services and other agencies. Provide supportive counseling for elders and their families seeking transition from independent living to more structured setting; Maintain accurate, up-to-date client records, including but not limited to; SAMS intake and assessment forms, progress notes, care plan, follow-up care plan, monthly statistical reports, time studies and surveys.

As assigned: Attend weekly and ad hoc case conferences with Director of Social and Financial Services, local workshops for training to improve skills and expand areas of expertise.

Attend monthly Multidisciplinary Task Force Meetings.

Other Job Functions: Attend health fairs and provide community outreach

Essential Job Qualifications, Experience, and Skills:

Bachelor's degree in a relevant field and/or experience and training in social services

Minimum of 2 years experience with service to seniors

Professional presentation and demeanor

Good customer service skills

Standards of accuracy

Ability to follow proper procedures

Must be bondable

Ability to work in a team and to accept direction

Knowledge of computer usage including Word and Excel

Pass a criminal background check, California Drivers License, proof of auto insurance

Other Job Qualifications, Experience and Skills:

Knowledge of or experience with the regulations and referral procedures for senior services such as Social Security, Medicare, Ombudsman and entitlement benefits such as Veterans benefits, In-Home Support Services, MSSP, Medi-Cal and SSI.