

HUMBOLDT SENIOR RESOURCE CENTER

Job Description

JOB TITLE: Social Worker

DEPARTMENT: Adult Day Health & Alzheimer's Services

REPORTS TO: Director of Adult Day Health & Alzheimer's Services

FLSA STATUS: **Non-Exempt**

APPROVED: December, 2015

JOB SUMMARY: Provides social services to ADHAS program participants and their caregiver/families as necessary to ensure that they are supported in the community based setting. Social Worker is member of Inter-disciplinary Team (IDT) and coordinates psychosocial support and adult day services for participants. Social work is provided in compliance with Title 22 regulations governing Adult Day Health Care (ADHC) and Community Based Adult Services (CBAS) policy including, but not limited to sections 54325, 54327, 54329, 78337 and 78339.

ESSENTIAL DUTIES AND RESONSIBILITIES:

Participant Enrollment and Day Center Services

1. Receives referrals from HSRC enrollment team and through community callers interested in Adult Day Health Services. Works with Alzheimer's Services Coordinator in screening referrals to determine the general appropriateness of the applicant for enrollment into the adult day health program.
2. Consults with the intake team to provide referrals to alternate community services for persons not eligible for ADH day services and works with the team to monitor and coordinate the intake process.
3. Performs initial home visit and assessment of the home environment; arranges the visit day, and works with the administrative assistant in getting enrollment documents, face to face eligibility meeting and assessment days scheduled.
4. Assists program participants and their caregivers with problem solving/crisis intervention/psychosocial care coordination and referrals to other social service agencies.
5. Engages with participants during program hours to assist them in meeting their social work goals.

Assessment & Documentation

1. Performs initial social services assessment and reassessments every six months and revises social work goals on the individual plan of care for each participant.
2. Maintains quarterly reports and daily progress notes on each participant.
3. Documents all contact with participant, physician, care providers and family regarding financial status, medical issues and progress achieved in attending ADH&AS.

Service Coordination

1. Works with participant and other staff to ensure a positive transition to ADH&AS Services.
2. Attends Inter-disciplinary Team (IDT) meetings when scheduled, staff operations meetings,

monthly staff training in-services, social work team meetings, and other staff meetings to ensure smooth program operations.

3. Makes appropriate referrals for psychosocial services and works with Psychiatric Consultant for participants with a psychiatric diagnosis and consultation as needed.
4. Serves as a mentor to and resource for all interns and volunteers working within the ADHAS program.
5. At Director's request, conducts outreach and community education related to ADH&AS.

Alzheimer's Related Services

1. Works in collaboration with the Alzheimer's Services Coordinator in providing assistance to people seeking support, information and referral regarding Alzheimer's and related dementia care.
2. Documents all contacts made with family/caregiver and agencies.
3. Assists with facilitating caregiver support groups and caregiver trainings as needed.

EDUCATION &/or EXPERIENCE:

Pay differentials will be applied dependent upon whether employee has a bachelors or master's degree.

1. Social Worker shall meet one of the following:
 - a. Master's Degree in social work from an accredited school of social work;
 - b. Master's Degree in psychology, gerontology, or counseling from an accredited school and has one year of experience providing social services in one or more fields of ageing, health or long-term care services;
 - c. Licensed by the California Board of Behavior Sciences; or
 - d. Holds a bachelor's degree in social work from an accredited school with two years of experience providing social services in one or more fields of aging, health or long-term care.

LICENSES OR CERTIFICATES:

1. CPR and First Aide within 6 months of hire.
2. Current California Driver's license, auto liability insurance and reliable transportation

JOB SKILLS:

1. Demonstrates interest in working with elderly and disabled adults to enhance and encourage their independence.
2. Demonstrates ability to comply with required government regulations
3. Demonstrates ability to communicate clearly, written and orally, including ability to speak to community groups and organizations.
4. Demonstrates ability to be self-directed and problem solve.
5. Demonstrates ability to work as part of a team and be flexible.
6. Participates in mentoring student interns and volunteers working within the program area.

SUPERVISORY REQUIREMENTS:

1. This position does not have supervisory requirements.

PHYSICAL REQUIREMENTS:

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs.			X			Reach over shoulder			X		
11-20 lbs.			X			Reach over head			X		
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb	X				
Over 100 lbs.	X					Crawl		X			
						Kneel		X			
<i>Pushing/Pulling</i>						<i>Squat</i>					
Under 10 lbs.			X			Sit				X	
11-20 lbs.			X			Walk-Normal Surfaces				X	
21-50 lbs.		X				Walk-Uneven Surfaces			X		
51-100 lbs.		X				Walk-Slippery Surfaces			X		
Over 100 lbs.		X				Stand			X		
<i>Other</i>						<i>Driving</i>					
Keyboard/Ten Key			X			Automatic Trans			X		
Fingering (Fine dexterity)			X			Standard Trans			X		
Handling (grasping, holding)			X								
Repetitive Motion-Hands			X								
Repetitive Motion-Feet		X									

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.

Employee Signature

Date