

**Position Title:** Clinical Social Worker  
**Division:** Programs & Education  
**Reports to:** AlzOC VP Programs & Education and  
Laguna Woods Village Social Services Department Manager  
**Status:** Full Time; Exempt  
**Assignment Location:** Laguna Woods Village, California

**General Summary:**

The **Clinical Social Worker** serves as a liaison between Alzheimer's OC and Laguna Woods Village Social Services Department. This position provides assessments, supportive services, education, and community resources to Laguna Woods Village Residents and families impacted by memory loss, Alzheimer's disease and related disorders (ADRD).

This position requires a MSW degree and knowledge of social work principles and practices in working with older adults and their families. The successful candidate will demonstrate the ability to exercise independent clinical judgment in addressing issues related to ADRD and related family issues and assures the quality of the services provided.

**Essential Job Functions** (including but not limited to):

- Conduct comprehensive in-home assessments to determine needs of Laguna Woods Village Residents
- Develop and implement individualized care plan to address unmet needs
- Assist Laguna Woods Village Residents and their families in accessing appropriate community resources
- Provide counseling, case management, education and assistance in the overall coordination of services
- Develop and facilitate community education presentations and therapeutic support groups for individuals and families impacted by memory loss within the community of Laguna Woods Village
- Educate providers regarding services and supports for older adults
- Maintain accurate case records and compile caseload statistics in a concise, timely manner and assist in program evaluation
- Maintain appropriate social work and agency ethical standards of practice for client communication, service documentation and confidentiality, following policy and procedures of the profession and organization
- Other duties as required

**Minimum Requirements:**

- Graduation from an accredited college or university with a Master's degree in Social Work (MSW) and working towards Licensed Clinical Social Work (LCSW) licensure.

- Knowledge of social work principles and practices in working with older adults and their families
- Knowledge and experience in providing services and supports to individuals and families impacted by memory loss, Alzheimer's disease and related disorders, related caregiving issues and community resources
- Ability to work effectively with older adult population and their family members
- Outstanding communication skills (verbal and written)
- Ability to work independently as well as in a team environment
- Ability to establish and maintain effective working relationship with other professionals
- Excellent time management skills
- Ability to track multiple activities
- Ability to maintain client confidentiality
- Knowledge of Orange County community services and resources
- Ability to represent Alzheimer's Orange County and Laguna Woods Social Services in a professional manner
- Proficient in the use of a personal computer and Microsoft Office applications
- Independent ability to get safely to community meetings and events
- Ability to travel as needed to perform job duties
- Ability to work occasional evenings and weekends
- Valid California driver's license, proof of current vehicle insurance and reliable transportation

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

**To apply:** all applicants **MUST** submit a cover letter and resume to be considered for this position. Please send all documents to [alzoc.hr@gmail.com](mailto:alzoc.hr@gmail.com).